



FY2023 ECONOMIC DEVELOPMENT INITIATIVE COMMUNITY PROJECT FUNDING

GRANT GUIDE

**(In accordance with the
Consolidated Appropriations Act, 2023, P.L. 117-328)**

VERSION 2.0

APRIL 11, 2024

**U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Office of the Deputy Assistant Secretary for Economic Development
Office of Economic Development
Congressional Grants Division
Washington, DC 20410**

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SECTION 1: BACKGROUND & PURPOSE

The Consolidated Appropriations Act, 2023 (FY2023 Act) contains \$2,982,285,641 in Economic Development Initiative (EDI) funding for the purpose of making Community Project Funding (CPF)/Congressionally-directed grants. These Fiscal Year 2023 (FY2023) CPF grants will be administered by the Congressional Grants Division (CGD) of the U.S. Department of Housing and Urban Development (HUD).

This “FY2023 Economic Development Initiative Community Project Funding Grant Guide” (FY2023 CPF Grant Guide) provides information for Congressionally-designated recipients that have yet to execute their Grant Agreements with HUD (“prospective grantees”) on the requirements that govern these funds, as provided by the FY2023 Act, and the cross-cutting requirements that generally apply to all HUD awards as provided by HUD regulations and other applicable Federal regulations and statutes.

This FY2023 CPF Grant Guide also provides instructions on how to complete the requested information and fill out the required forms to execute your Grant Agreement, and instructions for establishing your grant in HUD’s Disaster Recovery Grant Reporting (DRGR) financial and reporting system.

This FY2023 CPF Grant Guide applies only to FY2023 CPF grants. FY22 and FY24 grantees should refer to their respective CPF Grant Guides on the HUD CPF website.

The remainder of this FY2023 Grant Guide includes:

- **Section 2 – Grant Award Process and Instructions:** Walks you through the FY2023 CPF Grant Award Process and gives instructions for executing the Grant Agreement and steps to request payment(s).
- **Section 3 – Federal Requirements:** Details the Federal regulations that apply to these grant funds.
- **Section 4 – Contact Information for Grant Officers, System Officers, and Regional Environmental Officers:** Gives contact information for CPF Grant Officers, CPF System Officers, and the environmental review specialists who support you through the grant life cycle.
- **Section 5 – Attachments:** Provides attachments including documents required in the Grant Award process.

HUD will use the process outlined in this FY2023 CPF Grant Guide to make FY2023 CPF grants as directed by Congress in the FY2023 Act and the accompanying joint explanatory statement (JES), which was printed in the Senate section of the Congressional Record on December 20, 2022 ([CREC-2022-12-20-pt3-PgS9325-2.pdf \(congress.gov\)](#)). Subject to the applicable provisos in the FY2023 Act, HUD is required to award these grants in accordance with the specific “recipient,” “project,” and “amount” information provided in the “Community Project Funding/Congressionally Directed Spending” table on pages S9406 through S9557 of the Congressional Record for December 29, 2022.

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PLEASE NOTE: Unless Congress changed the named recipient as specified by section 419 of title IV of Division F of the Consolidated Appropriations Act, 2024 (P.L. 118-42), only recipients named within the JES are eligible to receive a FY2023 CPF grant.

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SECTION 2: GRANT AWARD PROCESS & INSTRUCTIONS

This section walks you through the updated processes for grantees.

Before jumping into the updated processes and instructions, please review the overall conditions applicable to all FY2023 CPF grants:

Start or Effective Date of the Grant	<p>The date HUD signs the grant agreement is the start date for the grant's period of performance and budget period. However, grant funds may be used for costs incurred before this date, provided that:</p> <ul style="list-style-type: none">(1) The soft costs are covered by HUD's nationwide environmental review for CPF soft costs and are incurred on or after December 29, 2022, or hard costs incurred on or after the latter of December 29, 2022, and completion of the required project-specific environmental review; and(2) The costs meet the allowability criteria in 2 CFR 200.403(a) through (g).
Grant End Date	<p>To give grantees the maximum time feasible to complete their projects, HUD has established August 31, 2031, as the end date of the period of performance and budget period for all FY2023 CPF grants. However, notwithstanding the standard period 2 CFR 200.344(b) provides for liquidating obligations incurred under the award, HUD will NOT be responsible for making any grant payments after the date Treasury closes the account in accordance with 31 U.S.C. § 1552. Because Treasury may close the account up to one week before the September 30 date specified by 31 U.S.C. § 1552, the grantee is advised to make its final request for payment under the grant no later than September 15, 2031.</p>
Assistance Listing number	<p>The Assistance Listing number (formerly called the Catalog of Federal Domestic Assistance, or CFDA, number) for Economic Development Initiative, Community Project Funding grant is 14.251.</p>
Registration Required	<p>All entities doing business with the federal government must register in SAM.gov (SAM) and use a Unique Entity ID (UEI) created in SAM. The UEI replaced the DUNS number, which was phased out in April of 2022. More information on this requirement is below in the Federal Requirements section in Section 3.</p> <p>The UEI needs to be established in SAM <u>before</u> you complete and transmit your SF-424 and the Grant Agreement to HUD, because the Unique Entity ID must be included in both those documents.</p>
Requesting Payment of Grant Funds	<p>After the grant agreement has been signed by you and then HUD, HUD will return the executed Grant Agreement to you along with the "Grant Award Instructions." The instructions will include steps for setting up your Action Plan in HUD's Disaster Recovery Grant Reporting (DRGR) System.</p> <p>Once your Action Plan is created in DRGR and approved by HUD (including entry of budget information consistent with the approved budget attached to your executed Grant Agreement), you may begin requesting payment(s) in</p>

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	<p>accordance with your approved budget. However, to receive payment(s) for hard costs, you will also need to have a completed project-specific environmental review.</p> <p>Additional information and tutorials on DRGR are available on HUD Exchange here: https://www.hudexchange.info/programs/drgr/.</p> <p>As a reminder, payment of soft costs, covered by HUD’s nationwide environmental review for CPF soft costs, can be made once your Grant Agreement is executed by HUD; however, payment of hard costs can only be made after your Grant Agreement is executed by HUD <u>AND</u> a project-specific environmental review is completed.</p>
Support	<p>CPF Grant Officers, listed in Section 4, are assigned by state and. Your Grant Officer can assist you with the completion of the required documents and answer any questions you may have regarding the materials that you will submit.</p> <p>REOs provide technical assistance to grantees and local government REs on the environmental review process and coordinate Part 50 concept meetings to determine the level of environmental review, consultation needs, and a timeline. Contact your HUD REO, listed in Section 4, with your technical assistance request(s) regarding the environmental review process.</p>

NOTE: CPF grants, like all awards funded by HUD, are subject to requirements under the National Environmental Policy Act (NEPA), HUD’s NEPA-implementing regulations are located at 24 CFR Part 50 or 24 CFR Part 58, and all appropriate federal environmental and historic preservation laws, regulations, and Executive Orders. CPF grants **must** have a completed environmental review (and, where applicable, an approved *Request for Release of Funds and Certification* (HUD-7015.15), as explained in Section 3.3 below) prior to committing or expending Federal or non-Federal funds towards choice-limiting actions or undertaking actions on the project. Further explanation of HUD’s NEPA requirements are detailed in Section 3.

Instructions for submitting your FY2023 CPF grant materials and requesting payment are below. A checklist of the grant award process is provided in Section 5.

If you have questions about the grant award process, please contact your CPF Grant Officer listed in Section 4 of this guide.

2.1 Grant Award Process

HUD recognizes that grantees are in different phases of the grant award process and has provided a brief overview of next steps for grantees in each phase. Please work with your Grant Officer to complete the necessary steps to amend or execute your Grant Agreement depending on your grant status.

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If you are awarded more than one CPF grant, HUD will not combine the grants. Each grant must be processed separately.

2.1.1 FY2023 CPF Grantees with Fully Executed Grant Agreements

Please follow the instructions provided to you in the DRGR Quick Guide to continue making draws under your existing grant agreement and approved budget.

If you choose to amend your project narrative or budget, after receiving your fully executed Grant Agreement, please see Section 2.1.2.4 below for instructions.

2.1.2 FY2023 CPF Grantees Who Submitted Grant Materials to HUD (before April 15, 2024) but Have Yet to Attain Fully Executed Grant Agreements

At a high level, the grant award process is as follows:

1. On March 2, 2023, HUD emailed you the Grant Award Package including the FY2023 CPF Grant Agreement, Grant Letter, the FY20203 Grant Guide (Version 1) along with instructions to complete the required materials. Your CPF application consists of the project narrative, project budget, and required standard forms.
2. You email the required complete package, along with the FY2023 CPF Grant Agreement signed by your Authorized Representative who has legal authority to sign on behalf of your organization, to your CPF Grant Officer listed in Section 4.
3. HUD reviews the completed package to ensure that the project narrative and budget are aligned with your Congressionally-directed project description.
4. Once your materials are determined to be complete and accurate, HUD will execute and return your FY2023 CPF Grant Agreement.
5. HUD then creates your account in DRGR.

GRANT AWARD PROCESS	
HUD sends Grant Award Packet	<p>FY2023 CPF Grant Award Packet includes:</p> <ul style="list-style-type: none">• FY2023 CPF Grant Award Letter;• FY2023 CPF Grant Guide (Version 2.0);• FY2023 CPF Grant Agreement; and• Standard forms <p>Standard Forms:</p> <ul style="list-style-type: none">• <i>Assistance Award/Amendment</i> (HUD-1044) (also attached to your LOI)• <i>Application for Federal Assistance</i> (SF-424)• <i>Assurances for Non-Construction Programs</i> (SF-424B)• <i>Assurances for Construction Programs</i> (SF-424D)• <i>Disclosure of Lobbying Activities</i> (SF-LLL)• <i>Direct Deposit Sign-Up Form</i> (SF-1199A) (also see Attachment 3)

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GRANTEE completes the documents and emails to HUD	<p>You email the FY2023 CPF Grant Agreement signed and dated by the Authorized Representative along with the below materials to your CPF Grant Officer listed in Section 4 of this guide:</p> <ol style="list-style-type: none"> 1. Project Narrative; 2. Project Budget; and 3. Completed standard forms. <p><i>Please Note:</i> The information identifying the “Applicant,” “Grantee,” or “Recipient” on each document transmitted to HUD must correspond to the “Recipient” specified in the table on pages S9406 through S9557 of the JES at (CREC-2022-12-20-pt3-PgS9325-2.pdf (congress.gov)).</p>
HOW to Submit Required Information	<p>All materials must be emailed to your Grant Officer listed in Section 4 of this guide. (Do not mail any documents to HUD.)</p> <p>Your email subject line must include, in this order: Grant Number: Grantee Name: Submission of Required Grant Award Materials</p> <p><i>(For example: B-22-CP-XX-####: Town of Anywhere: Submission of Required Grant Award Materials)</i></p> <p>Materials can be prepared using software compatible with Microsoft Word or Excel, or as a PDF document.</p>
WHEN to Submit	<p>HUD strongly recommends that you submit these materials as soon as possible. Please contact your Grant Officer (listed in Section 4) for assistance with accessing or completing the forms.</p>

2.1.2.1 Detailed Instructions

A project narrative, line-item budget, and indirect cost rate information as described below are necessary to make sure your grant agreement contains the minimum information required by 2 CFR 200.211.

The grant-funded activities in your project narrative and grant-funded costs in your line-item budget must be consistent with the “project” and “amount” specified in the table on pages S9406 through S9557 of the JES at [CREC-2022-12-20-pt3-PgS9325-2.pdf \(congress.gov\)](#), unless otherwise provided by the FY2023 Act.

Lastly, use of subrecipients is subject to the conditions provided in Article III, section H of the Grant Agreement. ***If you intend to subaward a portion, or all, of your grant funds to a subrecipient, and have already identified that subrecipient, then that organization’s name, UEI, and an overview of their role, responsibilities, and functions to be carried out on this project must be included in the project narrative.*** The use of subrecipients does not relieve you of responsibility for your grant. You are responsible for all coordination with HUD on accessing all CPF grant funds, amendment requests, reporting, correspondence, grant closeout, and all other grant requirements. You are responsible for ensuring that the subrecipient(s) complies with all grant requirements. Further, you are required to

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ensure that your subrecipient(s) is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities.

2.1.2.2 Project Narrative (for the entire project)

Content: Your project narrative must include a brief, but sufficient, scope that is consistent with the Congressional authorization for the use of the grant and information about the ENTIRE affected project (not limited to the portion funded by your grant) to inform the environmental review process. Project activities must be grouped together and evaluated as a single project for all individual activities which are related either on a geographical or functional basis, or both, or are logical parts of a composite of contemplated actions. More information on HUD's aggregation principles can be found at [24 CFR 58.32](#).

Your project narrative must also make clear which portion of the project, or specific project activities, will be funded using the HUD funds provided under the FY2023 CPF grant.

In anticipation of the required semi-annual reporting on activity types and annual reports on "Section 3 Economic Opportunity Part 75" accomplishments, the narrative should provide anticipated project goals, outputs, or outcomes, including "Section 3 Economic Opportunity Activity Performance Measures".

The Project Narrative should include:

- **Project Name:** Identify the "project." This must be consistent with the "project" specified in the table on pages S9406 through S9557 of the JES at [CREC-2022-12-20-pt3-PgS9325-2.pdf](#) ([congress.gov](#)) or as provided by the technical corrections in section 419 of title IV of Division F of the Consolidated Appropriations Act, 2024 (P.L. 118-42) ("FY2024 Act").
- **Project Purpose:** Provide a brief one sentence summary.
- **Project Scope:**
 - What will the CPF grant be used for?
 - Identify general activity categories, and specify what the grant award will be used for.
 - Is the CPF funded project part of a larger project?
 - If so, please provide a brief description of the broader project.
 - Has the project started? If so, please provide a brief overview of the status of the project.
 - If the project has been started, did you initiate an HUD-NEPA environmental review?
 - Please review HUD's environmental review requirements in Section 3.
 - For basic questions about the environmental review requirements or process, please reach out to the Environmental Review Ask A Question Help Desk. (See Section 5 for directions.)
 - For project specific questions about environmental reviews, reach out to the Regional Environmental Officers listed in Section 3 below.
 - Will you be using a subrecipient to implement any part of the project?
(Please note HUD's conditions on using subrecipients, which are specified in Article III, section H of the Grant Agreement) and highlighted below.

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Proposed Subrecipient: If you intend to subaward a portion, or all, of your grant funds to a subrecipient, and have already identified that subrecipient, then that organization's name, UEI, and an overview of their role, responsibilities, and functions to be carried out on this project.

Format: You may create your project narrative using Microsoft Word or as a PDF.

2.1.2.3 Line-Item Budget (for the entire project)

As defined by 2 CFR 200.1, "budget" means the financial plan for the Federal award that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award.

Content: HUD needs the line-item budget to include costs for the entire project, including cost allocations for **BOTH** the CPF portion(s) of the project **and** the non-CPF portion(s) of the project.

All pertinent budgetary information should be listed and explained, such as:

- the overall amount for predevelopment costs;
- construction, renovation, and rehabilitation costs;
- acquisition, demolition, and site preparation;
- architectural and engineering fees;
- initial set asides for revolving loan funds; and
- administrative costs.

Format: You may create your project budget using Microsoft Excel, Microsoft Word or as a PDF.

PLEASE NOTE: The CPF portion of the line-item budget must add up to the full grant amount. The line-item budget does not have to be explicit in the use of funds under a line item, provided that the Project Narrative and line-item budget provide enough detail as a whole for HUD to make a reasonable determination that the grant-funded costs are consistent with the Congressional authorization.

2.1.2.4 Requesting Amendments to Approved Project Narrative or Budget

If you choose to amend your project narrative or budget, after receiving your fully executed Grant Agreement, and it is still within the Congressionally-directed purpose of your award, as stated in the JES, then you must email a formal letter to your Grant Officer requesting HUD to consider an amendment to revise your approved project narrative and/or budget. The letter must:

- Be on agency letterhead addressed to the Congressional Grants Division Director;
- Be signed by your Authorized Representative;
- Provide justification for the change; and
- Include:
 - the revised project narrative and/or revised line-item budget, as applicable;
 - a detailed explanation of how the change(s) keeps with the intent of Congress;
 - why the change(s) is needed; and
 - the details of the revised narrative or line-item budget.

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While working with HUD to amend your approved project narrative and/or budget, you may continue making draws under your existing grant agreement and approved budget. However, HUD cannot approve draws for new or amended expenses until those expenses are included in the approved budget and the Grant Agreement is amended to account for your requested project narrative and/or budget amendment(s).

PLEASE NOTE: Any changes to the project scope as originally proposed to your member(s) of Congress must be consistent with the Congressionally-directed purpose for your award, as stated in the JES. ***HUD does not have the authority to approve changes that depart from the Congressionally-directed purpose for your award, as stated in the JES.*** For example, if a grantee wants to change a project from creating a community center to creating a housing complex, the grantee will have to discuss this with their member(s) of Congress whom authorized the grant award.

After HUD approves your project narrative and budget and attaches them to the Grant Agreement, all project and budget changes will be subject to the conditions provided by 2 CFR 200.308 and Article III, section C of the Grant Agreement.

Before you expend Grant Funds in accordance with any change approved by HUD or otherwise allowed by 2 CFR 200.308, you must update your grant information in DRGR to reflect that change.

PLEASE NOTE: Amendments to previously approved project narratives or budgets may also require a revision of the environmental review for the amended project.

2.1.2.5 *Application for Federal Assistance (SF-424)*

The SF-424 is the common application form for federal funding and provides HUD with the basic information about the applicant, the project, and the project funding source(s). A link to the form can be found in Section 5.

Additional Certifications and Assurances: By checking “I agree” in box 21 of the SF-424 and signing the SF-424, the Authorized Representative will be understood to make the following additional certifications and assurances on behalf of the prospective grantee (“applicant”):

- a. The governing body of the applicant’s organization has duly authorized the application for Federal assistance. In addition, by signing and electronically submitting the application, the Authorized Representative certifies that the applicant:
 - (1) has the legal authority to apply for Federal assistance and the institutional, managerial, and financial capacity (including funds to pay for any non-Federal share of project costs) to plan, manage, and complete the project as described in the application (including the attached project narrative);
 - (2) will provide HUD any additional information it may require; and
 - (3) will administer the award in compliance with the grant requirements as identified in the Grant Agreement or as may otherwise be provided by Federal law.

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- b. Certification Regarding Lobbying. The Authorized Representative certifies, to the best of his or her knowledge and belief, that:
 - (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the applicant/grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - (3) The applicant/grantee shall require that the language of this certification (which appears at [24 CFR part 87, Appendix A](#)) be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- c. Federally recognized Indian tribes and Tribally Designated Housing Entities (TDHEs) established by a federally recognized Indian tribe, as a result of the exercise of the tribe's sovereign power, are excluded from coverage by item b (also known as the Byrd Amendment). However, State-recognized Indian tribes and TDHEs established under State law are not excluded from the statute's coverage and therefore agree to, and must comply with, item b above.
- d. By submitting this application, the organization affirms its awareness of these certifications and assurances. The Authorized Representative submitting the application affirms that these certifications and assurances are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined that the signatory to the application submission knowingly made a false certification or assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and HUD may terminate the award to the applicant organization or pursue other available remedies including false claims citation and standard clause plus 2 CFR 200.339 on noncompliance and 2 CFR 200.340 on termination.

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Follow the instructions below for each box of the SF-424:

<ol style="list-style-type: none">1. Check the application box2. Check the "New" box3. Leave blank4. Leave blank5. a. Enter your Grant Number (B-22-CP-XX-####) b. Leave blank6. Leave blank7. Leave blank8. a. Enter grantee's legal name b. Enter grantee's EIN/TIN c. Enter grantee's UEI d. Enter grantee's complete address e. Enter the Department and/or Division responsible for this application f. Enter all contact information for the person responsible for this application <i>(This person can be different than your Authorized Representative.)</i>9. Enter the letter or letters describing your organization from the listing on the Instructions for the SF-424	<ol style="list-style-type: none">10. Enter US Department of Housing and Urban Development11. Enter 14.251 and under CFDA Title, enter Economic Development Initiative, Community Project Funding, and Miscellaneous Grants12. Enter FY2023 and under Title, enter CPF13. Leave blank14. Enter project address(es)15. Enter a brief description of the project and attach a more detailed, but also brief project description and a project budget16. See Instructions for the SF-42417. Enter the proposed start and end dates for the project18. On the "Federal line," enter only the amount of the CPF grant. On the additional lines, enter the amounts of your remaining funding source(s). If you are receiving additional federal funds, include those amounts on the "Other" line.19. Check box "C"20. Check the appropriate box21. After review of the Additional Certifications and Assurances above, check "I AGREE," enter all your Authorized Representative's information and have your Authorized Representative <u>sign and date the form</u> to include with your emailed submission.
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2.1.2.6 Disclosure of Lobbying Activities

No appropriated Federal funds may be paid by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress, in connection with this "application" for Federal assistance or any award of funds resulting from the submission of this "application" for Federal assistance or its extension, renewal, amendment, or modification.

If your organization has paid or will pay funds other than Federal appropriated funds to influence or attempt to influence the persons listed above, you must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form as part of your "application" submission package.

Except as provided below, you shall require that the language of [the certification at 24 CFR part 87, Appendix A](#), be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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Federally recognized Indian tribes and Tribally Designated Housing Entities (TDHE) established by federally recognized Indian tribes as a result of the exercise of the tribe’s sovereign power are excluded from coverage of the Byrd Amendment, and do not have to submit these forms. State-recognized Indian tribes and TDHEs established only under State law must comply with this requirement.

PLEASE NOTE: If there are no lobbying activities in association with this award, you should indicate “Not applicable” on the form and submit it with your other grant materials.

UPDATE ON THE CERTIFICATION REGARDING LOBBYING:

HUD revised the Additional Certifications and Assurances above to include the complete lobbying certification required by 24 CFR 87.100(b). Therefore, if your authorized representative checks “I agree” and signs the SF-424 as explained, then you will not be required to submit a separate “Certification Regarding Lobbying.”

2.1.2.7 Direct Deposit Sign-up Form (SF-1199A)

Please download the SF-1199A banking information form (<https://www.gsa.gov/system/files/SF1199A-20.pdf>).

You must complete Sections 1 and 2 of the SF-1199A (see Attachment 3). Your bank or financial institution must complete Section 3 of this form. Ensure that you include a voided check, deposit slip, or bank letter with this form and email it to your Grant Officer.

Section 1: (To be completed by you) A. Enter grantee’s name, address, and telephone number B. Enter grantee’s CPF grant number C. Enter grantee’s EIN/TIN D. Check the type of account you want your funds deposited into E. Enter the account number you want your funds deposited into F. Check “Other” and specify “ CPF-Grant ” G. Leave Blank H. Sign and date the form	Section 2: (Completed by you) Government Agency Name: HUD/Office of CPD Government Agency Address: 451 7th Street, SW, Washington, DC 20410 (Attach voided check or deposit slip) Section 3: (To be completed by your financial institution)
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Section 1 of this form **must** be signed and dated by your Authorized Representative. **PLEASE NOTE:** If your Authorized Representative’s name is changed on this form, please contact your Grant Officer to submit updated documents with the new Authorized Representative’s information.

Section 3 of this form **must** be signed and dated by your financial institution.

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Review and verify the contents on this form for its accuracy prior to submitting.

2.1.3 FY2023 CPF Grantees Who Have Yet Submitted Any Grant Materials to HUD (before April 15, 2024)

At a high level, the grant award process is as follows:

1. HUD creates grantees' accounts in DRGR.
2. HUD, via DRGR, emails you the Grant Award Package, including the FY2023 CPF Grant Agreement, Letter of Invitation (LOI), and this Grant Guide along with instructions to complete the required materials. Your CPF application consists of the project narrative, project budget, and required standard forms, and will be completed in DRGR.
3. You submit the required complete package in DRGR by the Authorized Representative who has legal authority to sign on behalf of your organization.
4. HUD reviews the completed grant package in DRGR to ensure that the project narrative and budget are aligned with your Congressionally-directed project description.
5. Once your materials are determined to be complete and accurate, HUD will execute and return your Grant Agreement via DRGR.
6. You should also initiate and complete your environmental review and consult with your HUD Regional Environmental Officer (REO) and/or Responsible Entity (RE), as necessary.

GRANT AWARD PROCESS	
HUD sends Grant Award Packet	<p>FY2023 CPF Grant Award Packet includes:</p> <ul style="list-style-type: none">• FY2023 CPF Letter of Invitation (LOI);• FY2023 CPF Grant Guide;• FY2023 CPF Grant Agreement; and• link to Direct Deposit Sign-Up Form (SF-1199A) <p>Standard Forms generated by DRGR system:</p> <ul style="list-style-type: none">• <i>Assistance Award/Amendment</i> (HUD-1044) (also attached to your LOI)• <i>Application for Federal Assistance</i> (SF-424)• <i>Assurances for Non-Construction Programs</i> (SF-424B)• <i>Assurances for Construction Programs</i> (SF-424D)• <i>Disclosure of Lobbying Activities</i> (SF-LLL) <p>Standard Forms not generated by DRGR system:</p> <ul style="list-style-type: none">• Direct Deposit Sign-Up Form (SF-1199A) (Also, see Attachment 3.)
PROSPECTIVE GRANTEE required documents	<p>You provide the following information in DRGR:</p> <ol style="list-style-type: none">1. Project Narrative2. Project Budget3. SF-1199A <p>The SF-1199A will need to be downloaded, completed (by you and your Financial Institution) and uploaded into DRGR.</p>

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	<i>Please note:</i> The information identifying the “Applicant,” “Grantee,” or “Recipient” on each document transmitted to HUD must correspond to the “Recipient” specified in the table on pages S9406 through S9557 of the JES at (CREC-2022-12-20-pt3-PgS9325-2.pdf (congress.gov)).
HOW to Submit Required Information	With the exception of the SF-1199A, required CPF application materials must be completed in DRGR. NOTE: The SF-1199A must be uploaded into DRGR before submitting the entire grant packet for HUD’s review.
WHEN to Submit	HUD strongly recommends that you submit these materials as soon as possible. Please contact your System Officer (listed in Section 4) for assistance with accessing DRGR or your Grant Officer (listed in Section 4) for assistance with completing your materials in DRGR.
Requesting Payment of Grant Funds	After the grant agreement has been signed by you and then HUD, HUD will return the executed Grant Agreement to you along with the “Grant Award Instructions.” The instructions will include steps for setting up your Action Plan in DRGR. Once your Action Plan is created in DRGR and approved by HUD (including entry of budget information consistent with the approved budget attached to your executed Grant Agreement), you may begin requesting payment(s) in accordance with your approved budget. However, to receive payment(s) for hard costs, you will also need to have a completed project-specific environmental review. Additional information and tutorials on DRGR are available on HUD Exchange here: https://www.hudexchange.info/programs/drgr/ . As a reminder, payment of soft costs, covered by HUD’s nationwide environmental review for CPF soft costs, can be made once your Grant Agreement is executed by HUD; however, payment of hard costs can only be made after your Grant Agreement is executed by HUD <u>AND</u> a project-specific environmental review is completed.
Support	In addition to the support listed above in Section 2, System Officers, listed in Section 4, are also assigned by state and territory. Your System Officer can assist you with DRGR technical assistance.

2.1.3.1 DRGR Overview

This section provides you with instructions on setting up your DRGR profile, requesting payments, and submitting your semiannual reports.

DRGR was established for special appropriations, such as disaster grants, but has been extended to include other special-purpose programs and appropriations. The system is primarily used by grantees to access grant funds and report performance accomplishments for grant-funded activities.

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DRGR allows grantees to tell their story to Congress, the public, and other stakeholders on project(s) progress and related activities. Additionally, if a grantee has turnover, DRGR is a repository of data for new staff.

DRGR is used by HUD staff to review grant-funded activities. Once your grant is set up in DRGR, HUD will review your information and unblock the grant to permit withdrawals after they are approved. Grantees will draw down funds by creating vouchers that list amounts by specific activity. You will also submit performance reports semi-annually by using the structure established in DRGR.

2.1.3.2 How to Create A DRGR Account

HUD staff will request the initial DRGR account creation for the grantee administrator user.

Once the Authorized Representative receives access to DRGR, the Authorized Representative can request additional users by logging into <https://drgr.hud.gov/DRGRWeb>, using the ID and password provided by HUD. The Authorized Representative will submit a new user request via the “Request New User” link in the Admin Module to give the requisite additional staff access to DRGR.

If the user did not receive an email granting access to the system, please check with the Authorized Representative. To request a new account, modify an existing account, or a deactivation, please contact your designated System Officer and copy the CPF mailbox at CPFgrants@hud.gov.

DRGR URLs

LOGIN

<https://drgr.hud.gov/DRGRWeb>

USER MANUAL

<https://www.hudexchange.info/resource/4915/drgr-user-manual/>

- Add the User ID to the “Username” field and add the password to the “Password” field. The password is case sensitive.
- Select the **<I agree to the Terms of Service>** radio button. DRGR users cannot access the DRGR System until they agree to the “Terms of Service.”
- Select the **<Login>** button. If the login attempt is successful, a new page will load.

The screenshot shows the 'CPD Grants Portal Login' page. It includes a 'Homes & Communities' header, a 'Community Planning and Development' sidebar, and a main login area. The login area has fields for 'Username' and 'Password', a 'Please enter your Username (C*****, B*****, or S*****) and Password to log in.' instruction, and a 'By using this U.S. Government information system you understand and consent to the following:' section with three bullet points. Below this is a radio button labeled 'I agree to the Terms of Service' and a 'Login' button. Annotations 'a', 'b', and 'c' are placed on the page: 'a' points to the Password field, 'b' points to the 'I agree to the Terms of Service' radio button, and 'c' points to the 'Login' button.

2.1.3.3 How to Request New User(s)

DRGR does not allow a grantee user to both create/request and approve a voucher. You must assign and maintain at least two (2) DRGR user accounts – one for creating vouchers for payment and one to approve vouchers. Additionally, grantee administrators can establish the request user roles along with roles for action plan submission.

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If you have a DRGR or Integrated Disbursement and Information System (IDIS) account, you can reuse your log-in account credentials to log into DRGR to access your CPF grant.

Administration: User Management

ADMIN Request New User

* Does staff already have a HUD username in IDIS/DRGR? (e.g. C****, B****, S****)
IDIS / DRGR **No/Unknown/Unable to find**

Please search for and select staff user below:
Search Criteria

Username: _____ Name: _____
HUD Office: _____ State/Territory: _____ Grantee Name: _____
Search Submit
Continue to Next Page

ADMIN Request New User

Submit Cancel

First Name: _____ Title: _____
Last Name: _____ Organization: _____
Email: _____ Phone Number: _____ Ext: _____
Address 1: _____ Fax: _____
Address 2: _____ *PIN (five digits used in initial password): _____
Address 3: _____ *PIN (re-enter): _____
City: _____
Zip Code: _____
State: _____

Administration: User Certification

As part of the account request process other HUD or grantee admin users will “certify” the need for the user to access the system. HUD staff certify grantee admin users and then grantee admin users certify other grantee users.

Users have to be recertified each six months. If this does not occur users will not have access to DRGR. Grantee administrators can use this screen to remove staff access if they no longer work at the grantee or on the grants. They can also submit a separate deactivation request for the profile, as needed

User Role: Grantee Administrator

Menu Option: Certify Grantee Users

ADMIN Certify Grantee Users

Certified Users:

- GA-Adams,Sally Green-T017GR - Georgia-
- GA-Bernhardt,Cindi-C22814 - Georgia-
- GA-Carter,Kimberly-B65949148346148346 - Georgia-
- GA-Dunn,Simone-B67715 - Georgia-
- GA-Gaillard,Crystal-B69152 - Georgia-
- GA-Lowmon,Tammy-B67398 - Georgia-
- GA-SORIANO,ALICIA-T018GR - Georgia-
- GA-Shelly,Crystal-C22813 - Georgia-
- GA-Tremblay,Kathleen-B68510 - Georgia-
- SC-Test,John-test01 - Georgia-

Save Changes Cancel

Users with Expiring Certifications:

- GA-Jackson,Loreen-B60338 - Georgia-
- GA-Mrus,Sally-B66364 - Georgia-

<<Certify Decertify>>

Inactivate User Activate User

Users Inactivated due to Expired Certifications:

- GA-Mulkey,Nicholas-TMP_32490 - Georgia-
- GA-Mykityn,Dana-B55502 - Georgia-
- GA-Robinson,Morrell S.-B00422 - Georgia-
- GA-Robinson,Steed Morales-C27185 - Georgia-
- GA-Rush,Twice-TMP_33070 - Georgia-
- GA-Truitt,Pam-C15513 - Georgia-

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2.1.3.4 Creating Roles in DRGR

Click the ‘Crown icon’ and then click the “request new user” icon.

PLEASE NOTE: It takes HUD 5-10 business days to process new user requests.

Administration: User Management



Module	Menu	Submenu Options	Description
 Administration	User Management	 Associate Users to Grants	Grant DRGR Users permission to view and/or edit selected Grant(s)
		 Certify Grantee Users	(Re)certify DRGR Users
		 Request New Users	Request a New User be granted a DRGR User Account and/or Profile
		 Manage Existing Users	Request edits to an existing DRGR User Profile
		 Upload User Requests	Upload DRGR User data directly into DRGR

Grantee Profile:

Grantee	Agency	View Only	Grantee Admin	Request Drawdown	Approve Drawdown	Submit Action Plan	Submit Performance Reports		User Profile Request	Submit Voucher Docs to HUD	Active
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Grantee Profile

Only one draw role allowed per user

N/A

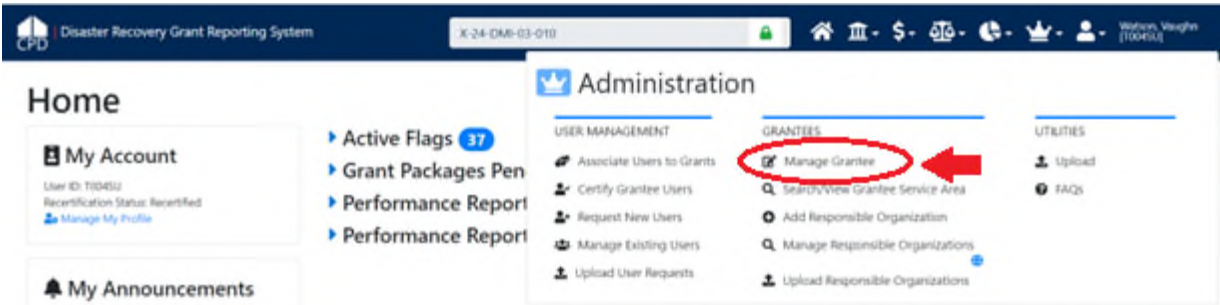
N/A

If these are required

10

2.1.3.5 Verify Your UEI & Tax Identification Number (TIN)

Once you login to DRGR, select the crown icon to open your Administration menu and select “Manage Grantee.”



Review the information on the “Manage Grantee” page to confirm that your UEI and Tax Id entification Number (TIN) is accurately displayed. **PLEASE NOTE:** The UEI and TIN **must** be verified before your grant can progress.

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CPD | Disaster Recovery Grant Reporting System X-24-DMR-03-010

Manage Grantee

DRGR Grantee ID: 99999999 Email: sfiteam@spatialfront.com [✎](#)

Grantee Name: rogco Phone Number: 3333331111 ext

Grantee Type: NA Fax Number: 1112223333

Block Drawdown: No Address: 123 Main Street Suite line 2

Unique Entity Identifier: 999999999999 ⚠

DUNS Number: None CityTest, FL 34990 -

Tax Identification Number: ⚠ Hq super User

Status: Active Created By: Date Created: 01/20/2006

[SAM Profile](#) [Contacts](#) [Grants](#) [Documents](#) [History](#)

If the UEI and/or TIN is inaccurate, please email the needed correction to your System Officer listed in Section 4.

2.1.3.6 How to Complete Your Grant Package

When you login into DRGR, select the grant number from the drawdown menu on the Task bar.

CPD | Disaster Recovery Grant Reporting System X-23-MJ-09-062

Home

▶ Active Flags 36

My Account
User ID: T059GA
Recertification Status: Recertified
[Manage My Profile](#)

My Announcements
⚡ ****RESOLVED**** Please Note: Several vouchers were unable to be transmitted to the Line of Credit Control System (LOCCS) on 9/18/2023... (9/19/23)
⚡ ****RESOLVED**** We have received notice that

Next click “Manage Grant Package” under the Grant Packages section.

CPD | Disaster Recovery Grant Reporting System X-23-MJ-09-062

Manage My Grants

ACTION PLANS
Manage Action Plan
View Action Plan
Download Action Plan
Download Word Action Plan
Search Action Plans
Review Tools
Lookup Consolidated Plans

PROJECTS
Add Project
View Projects/Activities
Download Projects/Activities
Search Projects

ACTIVITIES
Add Activity
Search Activities
Restore Activities

GRANTEE PROGRAMS
Add Grantee Program
Search Grantee Programs

PERFORMANCE REPORTS
Manage Performance Report
Search Performance Reports
Manage Addresses

GRANTS
Closeout Grant
View Grant
Search Grants

GRANT PACKAGES
Manage Grant Package
Manage Grant Packages

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Once you have selected “Manage Grant Package,” you will arrive to the Grant Processing Module home page. You will complete all the required and applicable sections.

On this screen, please take a moment to review your grant information and status.

- Grant Number: Grant number assigned to your Project.
- Grantee Name: Grantee as assigned by the Joint Explanatory Statement.
- Authorized Contact: Authorized contact as identified from Congress.
- Grant Package Status: The current status of your grant package in the review and approval process.
- Project Description: The legal description of the project per the JES.
- Recipient Address: The grantee’s legal address per the Congressional spreadsheet.
- Congressional Requestor(s): The sponsoring Congressional member per the JES.
- Grant Officer Manager: The assigned CPF Grant Officer.
- Grant Status: The status of the grant.

If you believe any of the above information needs to be changed, please email your CPF Grant Officer.

CPD | Disaster Recovery Grant Reporting System

X-23-MJ-09-062

Skywalker, Luke [1055CA]

Manage Grant Package

[Back](#) [Validate Grant Package](#) [View Package](#) [View Review Checklist PDF](#)

Grant Number:	X-23-MJ-09-062	Recipient Address:	
Grantee Name:	rogco	Congressional Requestor(s):	District of Columbia - FL-13 Mr Joe Browne (H)
Authorized Contact:	Doe, Miguel	Grant Officer Manager:	Han Solo
Appropriation Code:	EDI-CPF FY23	Grant Status:	Active
Grant Package Status:	Submitted by HUD - In Process		
Project description:	test		

2.1.3.6.1 Project Manager

To begin, click the “Edit” icon to the far right of “Project Manager.”

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CPD

Disaster Recovery Grant Reporting System

X-23-MJ-09-062

Home

Settings

Logout

Profile

Skywalker, Luke [T059GA]

Manage Grant Package

[Back](#) [Validate Grant Package](#) [View Package](#) [View Review Checklist PDF](#)

Grant Number:

X-23-MJ-09-062

Grantee Name:

rogco

Authorized Contact:

Doe, Miguel

Appropriation Code:

EDI-CPF FY23

Grant Package Status:

Submitted by HUD - In Process

Project description:

test

Recipient Address:

District of Columbia - FL-13 Mr Joe Browne (H)

Congressional Requestor(s):

FL-13 Mr Joe Browne (H)

Grant Officer Manager:

Han Solo

Grant Status:








Active

Details

Documents

Environmental

History

Required	Content Name	Content Type	Last Updated Date	Last Updated By	Status	Actions
TABLE OF CONTENTS						
	1. Grant Contacts Information	Heading			Completed	
*	Project Manager	Dynamic Form			Pending	
	Additional Contact 1	Dynamic Form			Pending	
	Additional Contact 2	Dynamic Form			Pending	
*	Environmental Review Contact	Dynamic Form			Pending	
	Congressional Districts	Dynamic Form			Pending	
	2. Subrecipient Information	Heading			Completed	
	Subrecipient Applicability	Dynamic Form			Pending	
	Subrecipients	Table			Pending	
	3. Scope of Work Information	Heading			Completed	

Please provide the contact information of the main point of contact serving as the Project Manager for the grant. Select “Complete” then click “Save.”

Please provide all required information.

Prefix

Mr.

*First Name

Vaughn

Middle Name

Alexander

*Last Name

Watson

*Title

CEO

*Address 1

200 Washington Street

Address 2

Enter street address 2

Address 3

Enter street address 3

*City

Wilmington

*State

DE

*Zip Code

19801-0000

*Telephone Number


302-218-5543

*Email

vawatsonjr@yahoo.com

*Status

Completed



2.1.3.6.2 Additional Point(s) of Contact

Next you have the option to add up to two (2) additional contacts. The two (2) additional contacts will be copied on all DRGR notifications sent for the grant. Click the “Edit” icon to the far right of “Additional Contact (1) and/or (2).” Complete the information for each additional contact, select “Complete,” and then click “Save.”

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2.1.3.6.3 Responsible Entity's Contact Information

Next click the “**Edit**” icon to the far right of “**Environmental Review Contact.**” Please provide the contact information of the individual who is completing the environmental review for your grant. If you have not identified the individual, please enter the **Project Manager’s** contact information. Once done, select “**Complete**” then click “**Save.**”

Contact Information

Please provide all required information.

Prefix

*First Name

Middle Name

*Last Name

*Title

*Address 1

Address 2

Address 3

*City

*State

*Zip Code

*Telephone Number

*Email

*Status

Cancel

2.1.3.6.4 Congressional District(s)

Next click the “**Edit**” icon to the far right of “**Congressional Districts.**” Please provide the Congressional District for your grant.

Enter the Congressional District in the format: 2-character State Abbreviation and 3-character District Number. Examples: *CA-005* for California’s 5th district, *CA-012* for California’s 12th district. If all districts in a state are affected, enter “all” for the district number. Example: *MD-all* for all congressional districts in Maryland. If nationwide (all districts in all states), enter *US-all*. If the program/project is outside the US, enter *00-000*.

If you’re unsure of your district number, try the following:

- 1) Go to <https://www.house.gov> and enter your organization’s zip code under the “Find Your Representative” heading in the middle-left of the website.
- 2) The name of your representative, along with his or her district number, will appear in the results. If a district is described as “at large”, then the congressional district number should be entered “001.”
- 3) In some cases, the results will return two representatives and two congressional districts. This happens when “the information you provided [your zip code] overlaps multiple congressional districts”. You will then be asked to provide your street address, city and state,

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and then to click “Find Your Rep By Address.” This additional search will return a single name and a single congressional district.

Once done, select “Complete” then click “Save.”

Congressional Districts

Please provide all required information.

Applicant:

DE-001

Program/Project

DE-001

*Status

Completed

Save

2.1.3.6.5 Subrecipient(s)

See Section 2.1.2.1 above for guidance.

Next click the “Edit” icon to the far right of “Subrecipient Applicability.” Please indicate if you will use a Subrecipient. Once done, select “Complete” then click “Save.”

Subrecipient Information

Please provide the following information for each subrecipient intended to be awarded as part of this grant.

*Will you be using a subrecipient to implement any part of this project?

Yes

No

*Status

Completed

Cancel

Save

Next click the “Edit” icon to the far right of “Subrecipients.” Please provide the subrecipient’s name, UEI, point of contact’s name, phone number, and email address. Please repeat this step for each subrecipient you plan to use. There is no limit on the number of subrecipients that can be added.

Once done, select “Complete” then click “Save.”

Subrecipients

Subrecipient Name

UEI

Contact Name

Phone

Email

Add row

*Status

Completed

Cancel

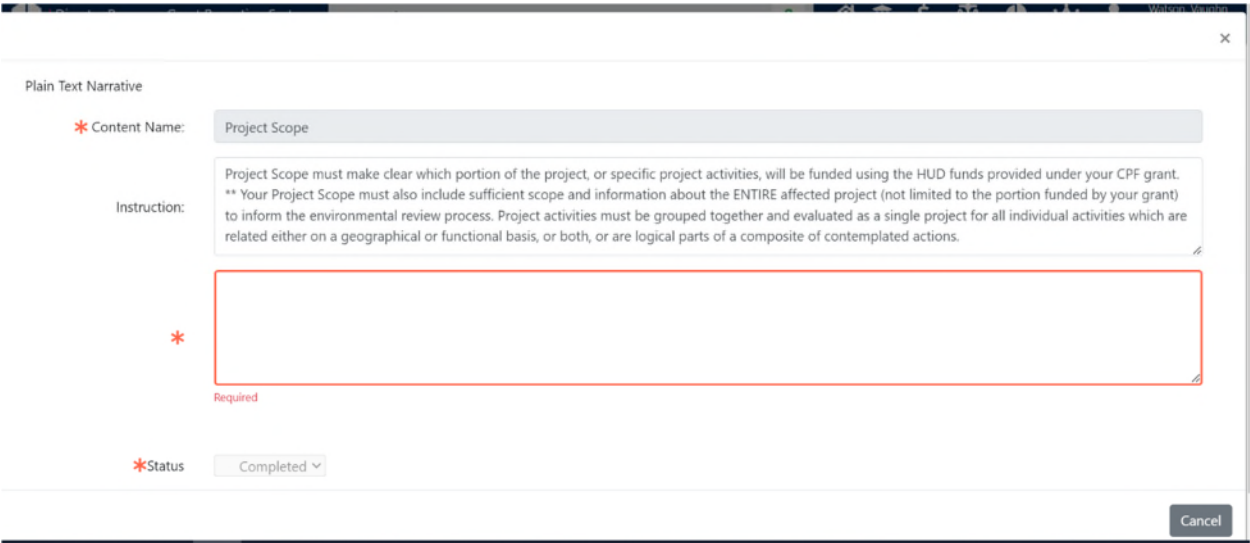
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2.1.3.6.6 Project Scope

Next click the **“Edit”** icon to the far right of **“Project Scope.”** Please provide information about the set boundaries on your project and define exactly what goals, deadlines, and project deliverables you’ll be working towards. Once done, select **“Complete”** then click **“Save.”**



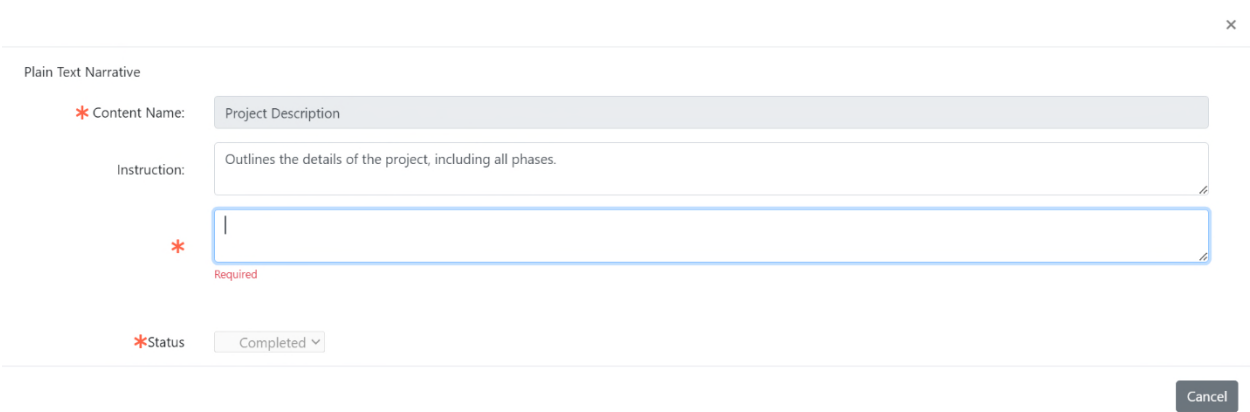
The screenshot shows a web form titled "Plain Text Narrative" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Content Name:** A text input field containing "Project Scope".
- Instruction:** A text area containing the text: "Project Scope must make clear which portion of the project, or specific project activities, will be funded using the HUD funds provided under your CPF grant. ** Your Project Scope must also include sufficient scope and information about the ENTIRE affected project (not limited to the portion funded by your grant) to inform the environmental review process. Project activities must be grouped together and evaluated as a single project for all individual activities which are related either on a geographical or functional basis, or both, or are logical parts of a composite of contemplated actions."
- Required:** A large, empty text input field with a red border and a red asterisk (*) to its left. Below the field is the word "Required" in red.
- Status:** A dropdown menu with "Completed" selected.
- Cancel:** A button in the bottom right corner.

2.1.3.6.7 Project Narrative

See Section 2.1.2.2 above for guidance.

Next click the **“Edit”** icon to the far right of **“Project Description.”** Please provide a comprehensive project overview in accordance with the instructions above. Once done, select **“Complete”** then click **“Save.”**



The screenshot shows a web form titled "Plain Text Narrative" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Content Name:** A text input field containing "Project Description".
- Instruction:** A text area containing the text: "Outlines the details of the project, including all phases."
- Required:** A large, empty text input field with a blue border and a red asterisk (*) to its left. Below the field is the word "Required" in red.
- Status:** A dropdown menu with "Completed" selected.
- Cancel:** A button in the bottom right corner.

2.1.3.6.8 Project Location

Next click the **“Edit”** icon to the far right of **“Project Location.”** Please provide details about the area(s) where the Project materials, equipment, and any other efforts, as described in the Scope of

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Work, are installed, and the general area(s) where the Work is performed. Once done, select “Complete” then click “Save.”

Narrative

* Content Name:

Project Location

Instruction:

Provide a description of the physical address or area where the Project materials and equipment and any other activities as described in the Scope of Work are installed, and the general area where the work is performed.

* Project Location:

2300 Northeast Blvd, Wilmington, Delaware 19802

*Status

Completed

Cancel

Next click the “Edit” icon to the far right of “**Project Address.**” Please provide the street address of the project. If the project does not have a physical street at the time of submission, please provide the address of the organization. Then in the Geographic Location, please provide GPS latitude and longitude of your project. Once done, select “Complete” then click “Save.”

Project Address

Please provide all required information.

*Address 1

Enter street address

*Status

Cancel

Next click the “Edit” icon to the far right of “**Geographic Location.**” This section is optional, if you already provided an address for the activity in the “Project Address.” However, if your project has multiple addresses for the activity, please provide the additional addresses in this section.

Also, provide the GPS latitude and longitude of your project if you do not have a physical location. Once done, select “Complete” then click “Save.”

Narrative

* Content Name:

Geographic Location

Instruction:

Geographic Coordinates

* Geographic Coordinates

*Status

Cancel

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Next click the “**Edit**” icon to the far right of “**Project Map – Image 1.**” Please provide an image of your project location. Once done, select “**Complete**” then click “**Save.**”

Narrative

* Content Name:

Project Map - Image 1

Instruction:

Project Map - Image 1

*

Project Map - Image 1

*Status

Cancel

Repeat the same step for **Project Map – Image 2** through **Image 5**,if applicable, to attach additional images.

2.1.3.6.9 Funding Narrative

Next click the “**Edit**” icon to the far right of “**CPF Funding Description.**” Please provide clear, detailed information for which portion of the project, or specific project activities, that will be funded using CPF funds. Once done, select “**Complete**” then click “**Save.**”

Narrative

* Content Name:

CPF Funding Description

Instruction:

Provide a clear narrative of what the CPF Funding will be utilized for.

CPF Funding Description: Provide a clear narrative of what the CPF Funding will be utilized for.

*

\$10 mil Administration

\$20 mil Aquisition

\$30 mil Construction

\$40 mil FF&E

\$25k Indirect Cost Rate

*Status

Completed

Cancel

2.1.3.6.10 Project Activities

Next click the “**Edit**” icon to the far right of “**Activities Applicability.**” Please select the activity type(s) that best align to your projects. Once done, select “**Complete**” then click “**Save.**”

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CPF Funding Applicability

Please provide all required information.

Select activity(ies) for the entire project including non-HUD funded activities: [Pick all that apply.]

☐Construction - New☐Construction - Rehabilitation of existing structure☐Construction - Repairs☐Construction - Infrastructure☐Site improvements (existing / proposed)☐Housing☐Services

*Status

Cancel

2.1.3.6.11 Grantee’s Fiscal Year

Next click the “Edit” icon to the far right of “Reporting Period.” Please select the date range that aligns with your organization’s fiscal year. Once done, select “Complete” then click “Save.”

Reporting Period

Please provide all required information.

*Fiscal Year Reporting Period

*Status

4.Budget Information

*Reporting Period

*SF-424 Budget

*CPF Indirect Cost Budget

Completed

Pending

Pending

Pending

2.1.3.6.12 Project Budget

HUD needs a line-item budget of your project’s funding source(s).

Next click the “Edit” icon to the far right of “SF-424 Budget.” Please enter the total CPF Award Amount in Federal Estimated Funding. Complete this section by providing the full project budget total. If other Federal funds are included the project, place the total “Other Estimated Funding.” In “Data Section” provide the name of funding source for the project. (i.e. CPF Award, CDBG, Local Development Fund). Once done, select “Complete” then click “Save.”

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SF424 - Estimated Funding ×

Field Name	Amount
Federal Estimated Funding	<input type="text" value="\$"/>
Applicant Estimated Funding	<input type="text" value="\$"/>
State Estimated Funding	<input type="text" value="\$"/>
Local Estimated Funding	<input type="text" value="\$"/>
Other Estimated Funding	<input type="text" value="\$"/>
Program Income Estimated Funding	<input type="text" value="\$"/>
Total	<input type="text" value="\$"/>

*Data Source(s)

*Status

Cancel

2.1.3.6.13 CPF Budget

As defined by 2 CFR 200.1, “budget” means the financial plan for the Federal award that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award.

As such, HUD needs a line-item budget to include costs for the CPF portion(s) of your project. **PLEASE NOTE:** The CPF portion of the line-item budget **must** add up to the full grant amount. The line-item budget does not have to be explicit in the use of funds under a line item, provided that the Project Narrative and line-item budget provide enough detail as a whole for HUD to make a reasonable determination that the grant-funded costs are consistent with the Congressional authorization.

All pertinent budgetary information should be listed and explained, such as:

- the overall amount for predevelopment costs;
- construction, renovation, and rehabilitation costs;
- acquisition, demolition, and site preparation;
- architectural and engineering fees;
- initial set asides for revolving loan funds; and
- administrative costs.

As provided by the FY2023 Act, eligible expenses under the grant may include administrative, planning, operations and maintenance, and other costs that are reasonable and necessary to carry out the “project” specified in the table on pages S9406 through S9557 of the JES.

Next click the “**Edit**” icon to the far right of “**CPF Cost Budget.**” Please provide the detailed budget for use of the CPF funding. Enter the name and amount for the line item, then click “Add row.” Repeat steps until the total CPF Budget has been allocated. The total CPF Cost Budget must match the “Federal Estimated Funding” amount entered on the SF-424. Once done, select “Complete” then click “Save.”

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CPF Funding Amount

Budget Line Item

Funding Amount

\$

Total

\$

Add row

*Data Source(s)

*Status

Cancel

2.1.3.6.14 Indirect Cost Rate

Next click the “Edit” icon to the far right of “CPF Cost Indirect Cost Budget.” Please select the applicable cost rate. If you opt to use a Federal Negotiated Indirect Cost Rate, enter the name of the approving agency, the approved Indirect Cost Rate, the budgeted Indirect Cost, and answer the questions. Please ensure the “CPF Cost Budget” includes a line-item reflecting the indirect cost rate. Once done, select “Complete” then click “Save.”

Grantee Indirect Cost Rate Information

Please provide all required information.

Select Indirect Cost Rate[Pick one that applies.]

☐The Grantee will not use an indirect cost rate to charge its indirect costs to grant

☐The Grantee will use de minimis rate of 10% to charge its indirect costs to the grant

☐The Grantee will use the indirect cost rate identified below to charge its indirect cost to the grant

Federally Negotiated Indirect Cost Rate

Example: DHHS

Indirect Cost Rate Percent

XX.XX

Dollar Amount:

\$ Enter Dollar amount...

Are you attaching Federal Negotiated Indirect Cost Rate [FNICR] documents?

*Status

Cancel

CGD requires a copy of the Federal Negotiated Indirect Cost Rate Agreement (FNICRA). You must attach a copy of the current (unexpired) FNICRA and any additional documentation by following these steps.

Click on the “Documents” tab, then click “Add Document.”

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Disaster Recovery Grant Reporting System

X-23-MJ-09-062

T059Last, T059First
[T059GR]

Manage Grant Package

[Back](#)
[Validate Grant Package](#)
[View Package](#)
[View Review Checklist PDF](#)

Grant Number: X-23-MJ-09-062

Grantee Name: rogco
Authorized Contact: Doe, Miguel
Appropriation Code: EDI-CPF FY23
Grant Package Status: Pending Grant Officer Review
Project description: test

Recipient Address: District of Columbia - FL-13 Mr Joe Browne (H)
Congressional Requestor(s):
Grant Officer Manager: Han Solo
Grant Status: Active

Details

Documents

Environmental

History

Generated Documents 8

Regenerate All

Name	Last Generated	Document Status	Actions
X-23-MJ-09-062_FY23_CPF_Grant_Guide_Award_Instructions_v1.pdf	12/01/2023	Generated	
X-23-MJ-09-062_FY23_CPF_Grant_Award_Letter_v1.pdf	01/23/2024	Generated	
X-23-MJ-09-062_FY23_CPF_Grant_Agreement_v1.pdf	01/30/2024	Generated	
X-23-MJ-09-062_FY23_CPF_SF424_v1.pdf	01/30/2024	Generated	
X-23-MJ-09-062_FY23_CPF_SF424B_v1.pdf	01/30/2024	Generated	
X-23-MJ-09-062_FY23_CPF_SF424D_v1.pdf	01/30/2024	Generated	
X-23-MJ-09-062_FY23_CPF_1044_v1.pdf	01/30/2024	Generated	
X-23-MJ-09-062_FY23_CPF_LLL_v1.pdf	01/30/2024	Generated	

Supporting Documents 2

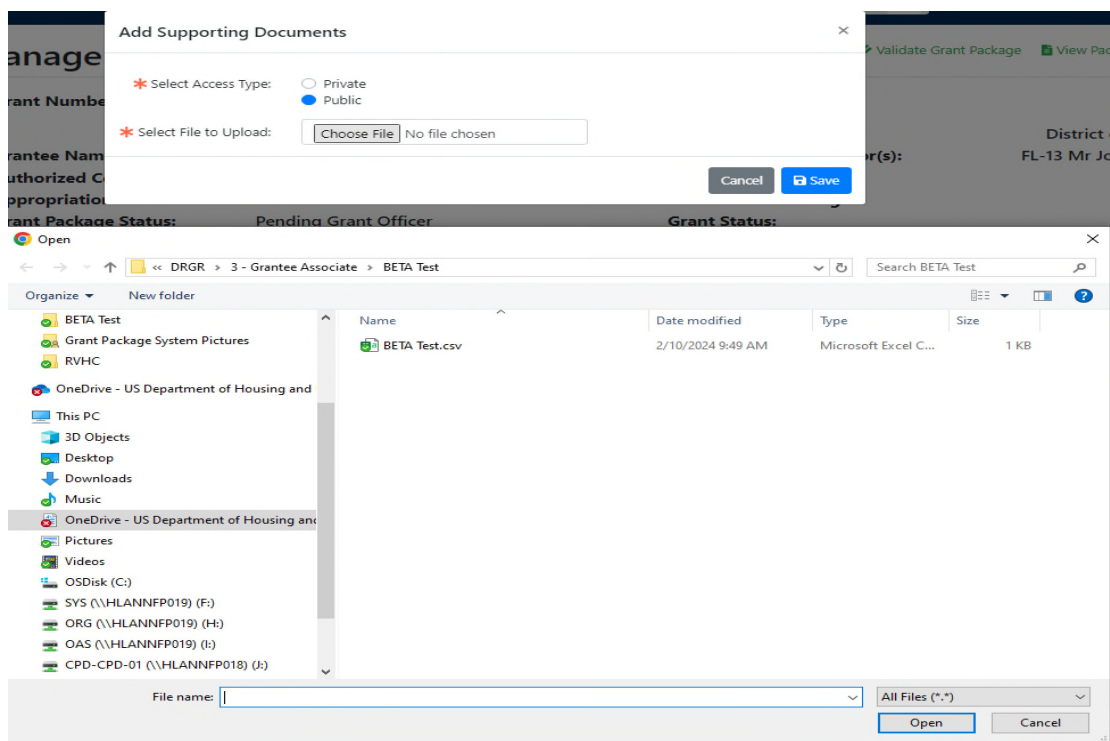
The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, and .pdf.

Add Document

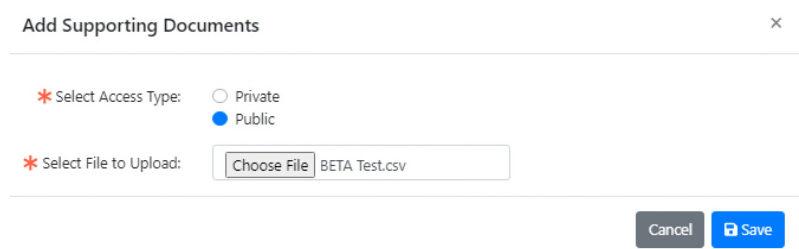
Name	Date	Type	Access	Uploaded By Group	Uploaded By	Actions
822CPC00160 1199A .pdf	01/25/2024	PDF	Public	CGMS Grantee Users	T059First T059Last	
1199a SUPPORTING Document.pdf	01/25/2024	PDF	Public	CGMS Grantee Users	T059First T059Last	

Next click “Public” then click “Choose File.” Search your PC and select the desired file then click “Open.”

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Next click “Save.”



The file will be saved in the Supporting Documents then click “Details.”

2.1.3.6.15 Disclosures

Next click the “Edit” icon to the far right of “Financial Disclosures.” Please answer all the applicable questions that apply to your organization.

NOTE: these questions are part of the SF-424.

Once done, select “Complete” then click “Save.”

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Financial Disclosures

Please provide all required information.

Is Application Subject to Review by State Under Executive Order 12372 Process[Pick one that applies.]

☐ Is the Application was made available to the State under the Executive Order 12372 process for review

☐ Program is subject to Executive Order 12372 but has not been selected by the State for review

☐ Program is not covered by Executive Order 12372

Select Review Date if the Application was made available to the state under Executive Order 12372:

...

Is the Applicant Delinquent on Any Federal Debt?

▼

If Yes, Provide description

*Status

▼

Cancel

2.1.3.6.16 Environmental Review Status

Next click the **“Edit”** icon to the far right of **“HUD Environmental Review Information.”** Please answer all the questions related to the status of your HUD review. At a minimum, all questions with an asterisk (*) are required to be completed. Once done, select **“Complete”** then click **“Save.”**

HUD Environmental Review Information

If your project involves activities beyond soft costs that are covered by HUD's nationwide environmental review for CPF soft costs an environmental review is required. See ER Supplement in the document section for list of covered soft costs and other supplemental information.

* (1) What type of grantee are you?

☐ Nonprofit

☐ Local Government

☐ Quasi Government

☐ Public Housing Authority

☐ Tribe

* (2) Have you initiated a HUD environmental review?

☐ Yes

☐ No

* (3) Are you aware of any known environmental issues, conditions, or permits associated with the project site? (ie, historic structure, contamination on site, project in floodplain, etc.)

☐ Yes

☐ No

(4) List known issues, conditions, and/or permits

Enter known issues, conditions, and/or permits...

* (5) Is there an existing environmental review for your project?

☐ Yes

☐ No

* (6) Do you have existing permits for your project?

☐ Yes

☐ No

* (7) If the project involves new construction, rehabilitation, or other ground disturbance work, are there any contracts already in place?

☐ Yes

☐ No

(8) If so, what is the date the contract was signed?

...

☐ Acquisition (including refinance) of real property

☐ Leasing

☐ Maintenance

☐ Repair/Improvement/Rehabilitation

☐ New construction/Reconstruction

☐ Demolition

☐ Disposition

☐ Soft Costs or other non-physical activities (e.g. planning, services, administration, predevelopment costs)

(9) List all anticipated related project activities that have or will be performed following the Federal Nexus, regardless of funding source

☐ Vacant land

☐ Public facility

☐ Nonresidential buildings (example commercial, senior centers, offices)

☐ Single Family Residential buildings

* (10) Does the project involve more than 200 dwelling units?

☐ Yes

☐ No

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2.1.3.6.17 Disclosure of Lobbying Activities

See Section 2.1.2.6 above for guidance.

Next click the “Edit” icon to the far right of “Lobbying Registrant Contact.” If your organization used a Federal Lobbyist, please provide the name and address of your Reporting Entity. **Note:** If your organization did not use a Federal Lobbyist, enter “Not Applicable” in the required fields. Once done, select “Complete” then click “Save.”

Contact Information

Please provide all required information.

Prefix

Select One..

*First Name

Enter the First Name

Middle Name

Enter the Middle Name

*Last Name

Enter the Last Name

*Title

Enter title

*Address 1

Enter street address

Address 2

Enter street address 2

Address 3

Enter street address 3

*City

Enter City

*State

*Zip Code

XXXX-XXXX

*Telephone Number

XXX-XXX-XXXX

*Email

Enter a valid Email Address

*Status

Cancel

Next click the “Edit” icon to the far right of “Individual Performing Services Contact.” If your organization used a Federal Lobbyist, please provide the name and address of Lobbying Registrant. **Note:** If your organization did not use a Federal Lobbyist, enter “Not Applicable” in the required fields. Once done, select “Complete” then click “Save.”

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Contact Information

Please provide all required information.

Prefix

Select One..

*First Name

Enter the First Name

Middle Name

Enter the Middle Name

*Last Name

Enter the Last Name

*Title

Enter title

*Address 1

Enter street address

Address 2

Enter street address 2

Address 3

Enter street address 3

*City

Enter City

*State

*Zip Code

XXXX-XXXX

*Telephone Number

XXX-XXX-XXXX

*Email

Enter a valid Email Address

*Status

Cancel

2.1.3.6.18 Assurances

Next click the “Edit” icon to the far right of “SF424 – Assurances.” Please select the appropriate assurance as this will generate your SF-424B (Non-Construction related) and/or SF-424D (Construction related). Once done, select “Complete” then click “Save.”

SF424 Assurances

Please provide all required information.

Select that applies

Assurances - Non Construction Programs

Assurances - Construction Programs

*Status

Cancel

2.1.3.6.19 Direct Deposit

See Section 2.1.2.7 above for guidance on completing this form. Follow the same steps for attaching documents as provided in Section 2.1.3.5.14.

Once the form is successfully uploaded, click the “Edit” icon to the far right of “SF-1199A” and answer the questions. Once done, select “Complete” then click “Save.”

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SF-1199A: Direct Deposit Form

×

Grantee must complete Section 1 and 2 of SF-1199A form. Grantee financial institution must complete Section 3 of the form. Ensure that you include either a voided check, deposit slip or letter confirming financial information with this form. Once completed, Upload the 1199A and support in the document section of DRGR. Review and verify the contents on this form for its accuracy prior to submitting.SF-1199A: <https://www.hud.gov/sites/documents/ATTACHMENTVISF-1199A.PDF>

Have completed and attached the SF-1199A to the document section?

▼

Have attached supporting documentation for the SF-1199A?

▼

*Status

▼

Cancel

2.1.3.6.20 Annual Single Audit

Next click the **“Edit”** icon to the far right of **“Single Audit Threshold.”** Please answer the questions based upon your organization’s last completed fiscal year.

Note: If your organization has completed a Single Audit, please attach a copy in the documents section of DRGR. Follow the same steps for attaching documents as provided in Section 2.1.3.5.14.

Once done, select **“Complete”** then click **“Save.”**

Single Audit Threshold

×

Please provide all required information.

Have you spent 750,000 or more of all federal funds in a this fiscal year?

▼

Have you completed a Single Audit??

▼

*Status

▼

Cancel

2.1.3.6.21 Miscellaneous

Next click the **“Edit”** icon to the far right of **“Miscellaneous.”** Please provide any additional pertinent information about your grant. Once done, select **“Complete”** then click **“Save.”**

Narrative

×

* Content Name:

Miscellaneous

Instruction:

Miscellaneous Information - Provide description on any attached documents

* Miscellaneous Information - Provide description on any attached documents

*Status

▼

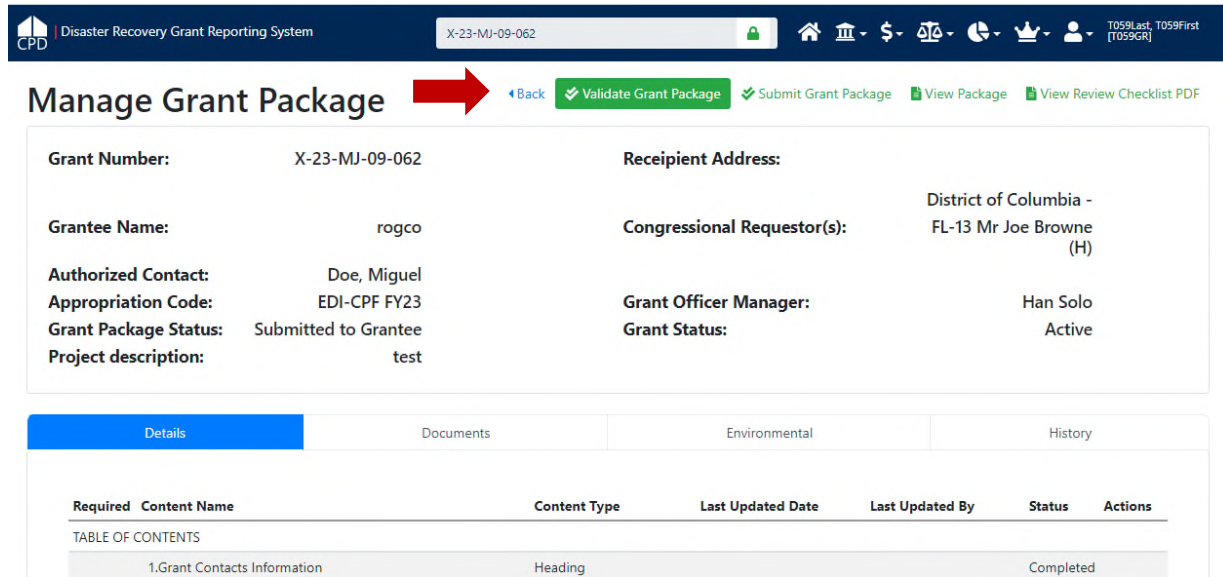
Cancel

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2.1.3.7 Validating Grant Package

Once all required sections of the Grant Package sections are completed, the next step is to validate the grant package for errors.

Click on the “**Validate Grant Package.**”

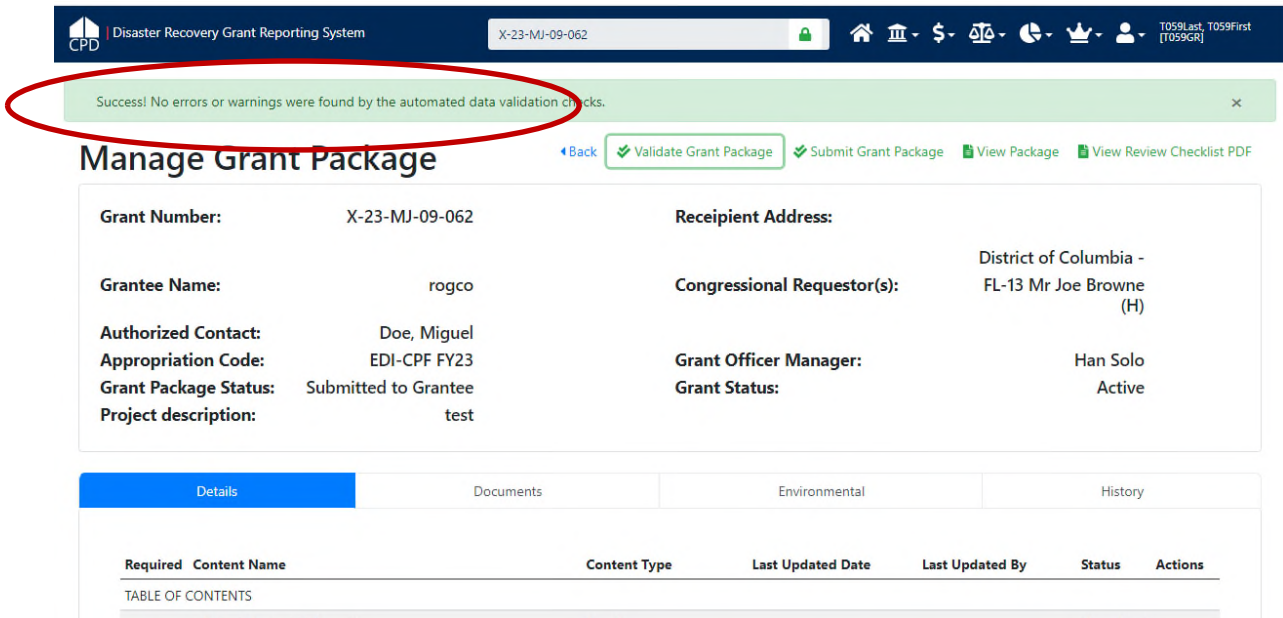


The screenshot shows the 'Manage Grant Package' page in the Disaster Recovery Grant Reporting System. The page header includes the CPD logo, the system name, and a user ID 'T059Last, T059First [T059GR]'. The main content area displays grant details for 'X-23-MJ-09-062'. A red arrow points to the 'Validate Grant Package' button in the top navigation bar. Below the details, there is a table of contents with one entry: '1. Grant Contacts Information'.

Grant Number:	X-23-MJ-09-062	Recipient Address:	
Grantee Name:	rogco	Congressional Requestor(s):	District of Columbia - FL-13 Mr Joe Browne (H)
Authorized Contact:	Doe, Miguel	Grant Officer Manager:	Han Solo
Appropriation Code:	EDI-CPF FY23	Grant Status:	Active
Grant Package Status:	Submitted to Grantee		
Project description:	test		

Required	Content Name	Content Type	Last Updated Date	Last Updated By	Status	Actions
TABLE OF CONTENTS						
	1. Grant Contacts Information	Heading			Completed	

Once the validation is completed, a success or error(s) message will display. If there are any errors, address the errors by fixing the section(s) identified in the error(s) message.



The screenshot shows the 'Manage Grant Package' page after successful validation. A green success message is highlighted with a red circle: 'Success! No errors or warnings were found by the automated data validation checks.' The rest of the page is identical to the previous screenshot, showing the grant details and the table of contents.

Required	Content Name	Content Type	Last Updated Date	Last Updated By	Status	Actions
TABLE OF CONTENTS						
	1. Grant Contacts Information	Heading			Completed	

After completing the validation of the Grant Package, the next step is to submit your package to HUD for review.

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2.1.3.8 Submitting Grant Package

Next click on the “Submit Grant Package.”

The screenshot shows the 'Disaster Recovery Grant Reporting System' interface. At the top, there is a header bar with the system name, a user ID 'X-23-MJ-09-062', and various navigation icons. Below the header, the main title 'Manage Grant Package' is displayed. To the right of the title are several action links: 'Back', 'Validate Grant Package', 'Submit Grant Package' (highlighted with a red circle), 'View Package', and 'View Review Checklist PDF'. Below the title, there is a form containing grant details. The form is organized into two columns. The left column contains: 'Grant Number: X-23-MJ-09-062', 'Grantee Name: rogco', 'Authorized Contact: Doe, Miguel', 'Appropriation Code: EDI-CPF FY23', 'Grant Package Status: Submitted to Grantee', and 'Project description: test'. The right column contains: 'Recipient Address: District of Columbia - FL-13 Mr Joe Browne (H)', 'Congressional Requestor(s): FL-13 Mr Joe Browne (H)', 'Grant Officer Manager: Han Solo', and 'Grant Status: Active'. At the bottom of the form, there is a tabbed interface with four tabs: 'Details' (selected), 'Documents', 'Environmental', and 'History'.

Note: Please make sure the grant package is submitted by the **Authorized Representative**. If the Authorized Representative’s name as listed on the Grant Package home page needs to be updated, please email your System Officer, and copy your Grant Officer.

Note: The Authorized Representative will be signing the grant package digitally attesting to the following additional certifications and assurances on behalf of the grantee (“applicant”):

- a. The governing body of the applicant’s organization has duly authorized the application for Federal assistance. In addition, by signing and submitting the application electronically, the Authorized Representative certifies that the applicant:
 - (1) has the legal authority to apply for Federal assistance and the institutional, managerial, and financial capacity (including funds to pay for any non-Federal share of project costs) to plan, manage, and complete the project as described in the application (including the attached project narrative);
 - (2) will provide HUD any additional information it may require; and
 - (3) will administer the award in compliance with the grant requirements as identified in the Grant Agreement or as may otherwise be provided by Federal law.
- b. Certification Regarding Lobbying. The Authorized Representative certifies, to the best of his or her knowledge and belief, that:
 - (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any

FY2023 Community Project Funding Grant Guide (Version 2.0)

agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

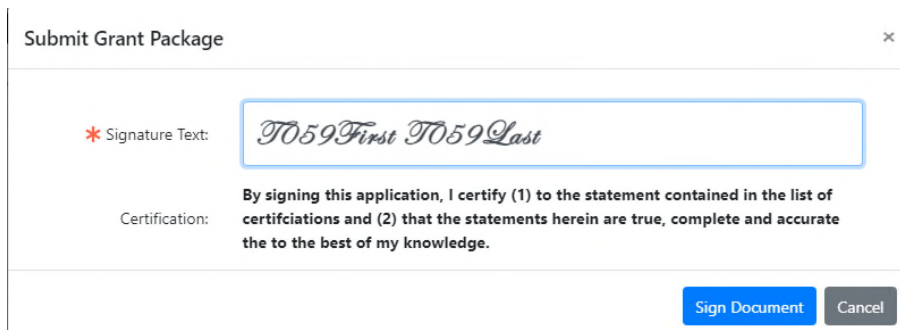
(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

c. Federally recognized Indian tribes and Tribally Designated Housing Entities (TDHEs) established by a federally recognized Indian tribe, as a result of the exercise of the tribe's sovereign power, are excluded from coverage by item b (also known as the Byrd Amendment). However, State-recognized Indian tribes and TDHEs established under State law are not excluded from the statute's coverage and therefore agree to, and must comply with, item b above.

d. By submitting this application, the Authorized Representative affirms that these certifications and assurances are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined that the signatory to the application submission knowingly made a false certification or assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and HUD may terminate the award to the applicant organization or pursue other available remedies including false claims citation and standard clause plus 2 CFR 200.339 on noncompliance and 2 CFR 200.340 on termination.

Next the **Authorized Representative** will type his/her **First Name** space **Last Name** as displaced in the upper right-hand corner of the DRGR system. Click on "**Sign Document.**"



The Grant Package has been submitted to HUD for review and approval.

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CPD

Disaster Recovery Grant Reporting System

X-23-MJ-09-062

Grant package submitted successfully

Manage Grant Package

[Back](#) [Validate Grant Package](#) [View Package](#) [View Review Checklist PDF](#)

Grant Number:

X-23-MJ-09-062

Grantee Name:

rogco

Authorized Contact:

Doe, Miguel

Appropriation Code:

EDI-CPF FY23

Grant Package Status:

Submitted by Grantee - In Process

Project description:

test

Recipient Address:

District of Columbia - FL-13 Mr Joe Browne (H)

Congressional Requestor(s):

FL-13 Mr Joe Browne (H)

Grant Officer Manager:

Han Solo

Grant Status:

Active

Details

Documents

Environmental

History

Once you have completed and submitted the package, DRGR generates all the required documentation. You can obtain copies of the generated documents by clicking the **“Documents”** tab. Additionally, you can monitor the grant processing status by checking the Grant Package Status on the Manage Grant Package screen.

CPD

Disaster Recovery Grant Reporting System

X-23-MJ-09-062

T059Last T059First [T059GR]

Manage Grant Package

[Back](#) [Validate Grant Package](#) [View Package](#) [View Review Checklist PDF](#)

Grant Number:

X-23-MJ-09-062

Grantee Name:

rogco

Authorized Contact:

Doe, Miguel

Appropriation Code:

EDI-CPF FY23

Grant Package Status:

Submitted by Grantee - In Process

Project description:

test

Recipient Address:

District of Columbia - FL-13 Mr Joe Browne (H)

Congressional Requestor(s):

FL-13 Mr Joe Browne (H)

Grant Officer Manager:

Han Solo

Grant Status:

Active

Details

Documents

Environmental

History

Generated Documents 8

Name	Last Generated	Document Status	Actions
X-23-MJ-09-062_FY23_CPF_Grant_Guide_Award_Instructions_v1.pdf	12/01/2023	Generated	
X-23-MJ-09-062_FY23_CPF_Grant_Award_Letter_v1.pdf	01/23/2024	Generated	
X-23-MJ-09-062_FY23_CPF_Grant_Agreement_v1.pdf	01/23/2024	Generated	
X-23-MJ-09-062_FY23_CPF_SF424_v1.pdf	01/23/2024	Generated	
X-23-MJ-09-062_FY23_CPF_SF424B_v1.pdf	01/23/2024	Generated	
X-23-MJ-09-062_FY23_CPF_SF424D_v1.pdf	01/23/2024	Generated	

Regenerate All

To print or download a complete copy of your completed Grant Package, click **“View Package.”**

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CPD

Disaster Recovery Grant Reporting System

X-23-MJ-09-062

T059Last, T059First
[T059GR]

Manage Grant Package

Back

Validate Grant Package

View Package

View Review Checklist PDF

Grant Number:

X-23-MJ-09-062

Grantee Name:

rogco

Authorized Contact:

Doe, Miguel

Appropriation Code:

EDI-CPF FY23

Grant Package Status:

Submitted by Grantee - In Process

Project description:

test

Recipient Address:

District of Columbia -

Congressional Requestor(s):

FL-13 Mr Joe Browne (H)

Grant Officer Manager:

Han Solo

Grant Status:

Active

Details

Documents

Environmental

History

Generated Documents 8

Regenerate All

Name	Last Generated	Document Status	Actions
X-23-MJ-09-062_FY23_CPF_Grant_Guide_Award_Instructions_v1.pdf	12/01/2023	Generated	
X-23-MJ-09-062_FY23_CPF_Grant_Award_Letter_v1.pdf	01/23/2024	Generated	
X-23-MJ-09-062_FY23_CPF_Grant_Agreement_v1.pdf	01/23/2024	Generated	
X-23-MJ-09-062_FY23_CPF_SF424_v1.pdf	01/23/2024	Generated	
X-23-MJ-09-062_FY23_CPF_SF424B_v1.pdf	01/23/2024	Generated	
X-23-MJ-09-062_FY23_CPF_SF424D_v1.pdf	01/23/2024	Generated	

Then click the **“Print”** icon or **“Word doc”** icon in the upper right-hand corner of the TABLE OF CONTENTS.

Public Action Plan

TABLE OF CONTENTS

1.Grant Contacts Information

Project Manager

Additional Contact 1

Additional Contact 2

Environmental Review Contact

Congressional Districts

2.Subrecipient Information

Subrecipient Applicability

Subrecipients

3.Scope of Work Information

Project Scope

Project Description

Project Location

Project Address

Geographic Location

Project Map - Image 1

Project Map - Image 2

Project Map - Image 3

Project Map - Image 4

Project Map - Image 5

CPF Funding Description

Activities Applicability

4.Budget Information

Reporting Period

SF-424 Budget

CPF Indirect Cost Budget

Cost Rate Information

Financial Disclosures

FY2023 Community Project Funding Grant Guide (Version 2.0)

2.1.3.9 Requesting Changes to Approved Project Narrative or Budget

See Section 2.1.2.4 above for guidance.

2.1.3.10 *Application for Federal Assistance (SF-424)*

The SF-424 is the common application form for federal funding and provides HUD with basic information about the applicant, the project, and the project funding source. This form is generated using the information you provide in DRGR.

By going through our process and completing the SF-424 in DRGR, the Authorized Representative will be making the same additional certifications and assurances as outlined in Section 2.1.2.5 above.

2.1.4 FY2023 CPF Grantees with Technical Corrections

In a limited number of cases, Congress changed the recipient or project designated for a FY2023 CPF award as specified by section 419 of title IV of Division F of the FY2024 Act. If you are affected by these Technical Corrections, then you were emailed a letter from HUD with guidance for next steps. You should follow the path detailed in Section 2.1 of this guide that corresponds to where you are in the grant award process.

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SECTION 3: FEDERAL REQUIREMENTS

The FY2023 CPF Grant Agreement will set forth all applicable regulatory requirements for your grant.

As the grantee, you are responsible for managing the project and ensuring the proper use of the CPF funds in compliance with all applicable Federal requirements. You are also responsible for ensuring the completion of the project and its proper closeout.

Subject to the conditions stated in Article III, section H of the FY2023 CPF Grant Agreement, you may subaward all or a portion of your funds to one or more subrecipients, as identified in your Project Narrative (which will be incorporated in your FY2023 CPF Grant Agreement) or as may be approved by HUD in accordance with 2 CFR 200.308. As the grantee you are responsible for ensuring each subrecipient's compliance with federal requirements.

Below are the applicable regulatory requirements of the CPF grants.

- Section 3.1 details the requirements of the FY2023 Act.
- Section 3.2 details the applicable Federal requirements standard to all HUD grants. HUD refers to these requirements as “cross-cutting” as they apply across all HUD programs.

It is important to note that if CPF funds are combined in a project budget with other Federal grant funds or the CPF funds are used on projects that are subject to other Federal grant requirements, you must comply with both CPF requirements and the other Federal grant requirements.

Because CPF awards are authorized and funded through specific Congressional directives as provided by the Act, CPF awards are distinct from Community Development Block Grant funding and are **not** subject to Title I of the Housing and Community Development Act of 1974 or the Community Development Block Grant regulations at 24 CFR part 570.

Where statutory restrictions apply, HUD cannot provide waivers or exceptions without statutory authority to do so.

In circumstances where there is a conflict between this CPF guide and other HUD guidance, HUD will resolve the conflict.

3.1 Requirements Under the Consolidated Appropriations Act, 2023 (P.L. 117-328)

Summary	
The Project, Recipient, and Amount of each FY2023 CPF award	The Project, Recipient, and Amount of each FY2023 CPF award must be consistent with the “project,” “recipient,” and “amount” specified by the table on pages S9406 through S9557 of the JES at CREC-2022-12-20-pt3-PgS9325-2.pdf (congress.gov) .
Eligible Expenses	Consistent with the FY2023 Act's provisions, eligible expenses of the grant may include administrative, planning, operations and maintenance, and other costs that are reasonable and necessary to

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	<p>carry out the “project” specified in the table on pages S9406 through S9557 of the JES at CREC-2022-12-20-pt3-PgS9325-2.pdf (congress.gov).</p> <p>PLEASE NOTE: <i>To be allowable under the grant, the cost not only must be eligible, but also must meet the cost allowability criteria in 2 CFR 200.403, unless a statute expressly provides otherwise (such as in the case of pre-award costs as noted below).</i></p>
Pre-award costs	<p>Consistent with the FY2023 Act’s provisions, FY2023 CPF grant funds may be used to reimburse costs (including administrative, planning, operations and maintenance, and other costs) incurred before execution of the grant agreement, provided that:</p> <ol style="list-style-type: none"> 1) The soft costs are covered by HUD’s nationwide environmental review for CPF soft costs and are incurred on or after December 29, 2022, or hard costs incurred on or after the latter of December 29, 2022, or completion of the required project-specific environmental review; and 2) The costs meet the allowability criteria in 2 CFR 200.403(a) through (g).
Eminent Domain	<p>No Federal funds provided under your award may be used to support any Federal, state, or local project that seeks to use the power of eminent domain, unless eminent domain is employed only for a public use. Public use includes use of funds for mass transit, railroad, airport, seaport, or highway projects, and utility projects which benefit or serve the general public (including energy-related, communication-related, water-related, and waste water-related infrastructure), other structures designated for use by the general public or with other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfields, as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Pub. L. 107-118). Public use does not include economic development that primarily benefits private entities.</p>
Restriction on Use of Funds for Computer Networks	<p>No Federal funds provided under your award may be used to maintain or establish a computer network that does not block the viewing, downloading, and exchanging of pornography. This requirement does not limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.</p>

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3.2 Cross Cutting Federal Requirements

Summary	
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)	<p>The requirements of 2 CFR Part 200 apply to all CPF awards.</p> <p>You are encouraged to review the provisions of these regulations including provisions related to:</p> <ul style="list-style-type: none">• Suspension and debarment at 2 CFR 200.214• Prohibition on certain telecommunications and video surveillance services or equipment at 2 CFR 200.216• Financial management, internal controls, and Federal payment requirements at 2 CFR 200.302, 200.303, and 200.305• Program income requirements at 2 CFR 200.307*• Revision of budget and program plans at 2 CFR 200.308• Disposition of property acquired with CPF funds at 2 CFR §200.311• Procurement requirements at 2 CFR §200.317-327• Record retention and access requirements at 2 CFR 200.334-200.338• Reporting requirements at 2 CFR 200.328-200.330, including on the status of property acquired with CPF funds at 2 CFR §200.330• Subrecipient monitoring and management at 2 CFR 200.331-200.333• Remedies for Noncompliance at 2 CFR 200.339-200.343• Closeout of federal grants at 2 CFR §200.344-346• Cost Principles at 2 CFR Part 200, subpart E• Audit requirements at 2 CFR Part 200, subpart F <p>*For purposes of all CPF awards, program income must be used for the purposes and under the conditions of your specific CPF award in accordance with the addition requirements at 2 CFR 200.307(e)(2). In accordance with 2 CFR 200.307(b), costs incidental to the generation of program income may be deducted from gross income to determine program income for purposes of your CPF grant, provided these costs have not been charged to the Federal award. Further technical assistance will be provided to grantees with projects that may generate program income.</p>

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<p>Environmental Review Requirements (24 CFR Part 50 or Part 58)</p> <p>Quick Overview</p> <p>(More detailed guidance starts in Section 3.3)</p>	<p>All projects funded by HUD are subject to requirements under the National Environmental Policy Act (NEPA) and HUD’s NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58. Environmental reviews must be completed, and a Request for Release of Funds and Certification must be approved by HUD CPD Field Office Director through issuance of the Authority to Use Grant Funds (HUD-7015.16), as applicable, prior to taking any choice limiting action, to avoid violations under 24 CFR 58.22 which prohibits limitations on activities pending clearance, and Section 110(k) of the National Historic Preservation Act which prohibits anticipatory demolition or significant harm of historic properties prior to completion of the historic preservation review process known as Section 106 review.</p> <p>The environmental review must be completed by a RE as defined at 24 CFR 58.2(a)(7), or HUD under 24 CFR Part 50 if your unit of general local government is unable to serve as RE to complete the review. An applicant that is a State, unit of general local government, Indian Tribe, or Alaska Native Village must serve as the RE for the project. For other applicants, the RE is the unit of general local government within which the project is located that exercises land use responsibility, or the Indian Tribe or Alaskan Native Village jurisdiction within which the project is located that exercises land use responsibility. REs can conduct an environmental review on behalf of other entities in their jurisdiction even if they are not the grantee. In the event that an RE that is not the grantee declines to assume responsibility for the environmental review under Part 58, you must advise HUD, and HUD will complete the environmental review under 24 CFR Part 50 or designate another RE.</p> <p>Locate your nearest HUD REO here (also see Section 4 in this document): https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/#region-i-regional-and-field-environmental-officers.</p> <p>Further information on environmental requirements can be found here: https://www.hudexchange.info/programs/environmental-review/orientation-to-environmental-reviews/#overview.</p> <p><i>You may not commit or spend <u>ANY</u> project funds (HUD or non-HUD funds) on hard costs or take any choice limiting actions until the project completes an environmental review. Examples of choice limiting actions include, but are not limited to, purchasing land, entering into contracts for property acquisition or construction, or physical work on the project. Failure to comply with the prohibition on choice limiting actions and Section 110(k) can result in forfeiture of grant funds.</i> You are encouraged to commence the environmental review process for your project as soon as possible. Under Part 58, the</p>
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	<p>environmental review process is complete when the RE certifies the review and, if applicable, a Request for Release of Funds and Certification is approved by HUD CPD Field Office Director through issuance of the HUD-7015.16, as applicable. Under Part 50, the environmental review process is complete when certified by the HUD Authorizing Official.</p> <p>See Section 3.3 below for additional detail on fulfilling environmental review requirements.</p>
Indirect Cost Rate	<p>Normal indirect cost rules under 2 CFR Part 200, subpart E apply. If you intend to charge indirect costs to your award, APPENDIX 3 of the grant agreement must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate.</p> <p>Special instructions for state and local governments: If your department or agency unit has a Federally negotiated indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than \$35 million in direct Federal funding per year, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR Part 200.</p> <p>If your department or agency unit receives no more than \$35 million in direct Federal funding per year and your department or agency unit has developed and maintains an indirect cost rate proposal and supporting documentation for audit in accordance with 2 CFR Part 200, Appendix VII, you may use the rate and distribution base specified in that indirect cost rate proposal.</p> <p>Alternatively, if your department or agency unit receives no more than \$35 million in direct Federal funding per year and does not have a current negotiated rate (including provisional) rate), you may elect to use the de minimis rate of 10% of MTDC. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.</p> <p>Special instructions for applicants other than state and local governments: If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base</p>

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	<p>and must include a letter or other documentation from the cognizant agency showing the approved rate. If your organization does not have a current negotiated rate (including provisional rate) and elects to use the de minimis rate, your application must clearly state you intend to use the de minimis rate of 10% of Modified Total Direct Costs (MTDC). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until the organization chooses to negotiate a rate, which the organization may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.</p>
Economic Opportunities for Low-and Very Low-income Persons: Section 3 Requirements (24 CFR Part 75) and Indian Preference	<p>The requirements of Section 3 of the Housing and Urban Development Act of 1968 found at 24 CFR Part 75 apply to all grant recipients that are awarded \$200,000 or more for projects involving housing construction, rehabilitation, or other public construction. Section 3 of the Housing and Urban Development Act of 1968 (Section 3), 12 U.S.C. 1701u (Economic Opportunities for Low- and Very Low-Income Persons in Connection with Assisted Projects), and the HUD regulations at 24 CFR Part 75, ensure, to the greatest extent feasible, that training, employment, contracting and other economic opportunities be directed to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low-and very low-income persons where a proposed project is located.</p> <p>You are encouraged to review the requirements of this regulation to determine ways to support the mission of increasing economic opportunity for low- and very-low-income persons and small business owners in your community. You will submit periodic reports of Section 3 accomplishment Performance Measures in DRGR. A link to DRGR guidance for reporting Section 3 accomplishments is provided below.</p> <p>CPF grants made to Tribes and TDHEs are subject to Indian Preference requirements in Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)). As stated in 24 CFR §75.3(c), grants to Tribes and TDHEs are subject to Indian Preference requirements in lieu of Section 3.</p> <p>www.hud.gov/localoffices</p> <p>https://portalapps.hud.gov/Sec3BusReg/BRegistry/BRegistryHome www.EEOC.govhttp://www.dol.gov/ofccp/</p> <p>https://files.hudexchange.info/resources/documents/DRGR-Guidance-on-Reporting-Section-3-Labor-Hours-Fact-Sheet.pdf</p>

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Uniform Relocation Assistance and Real Property Acquisitions Policies Act	<p>With certain limited exceptions, HUD-funded programs or projects are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) (42 U.S.C. §§ 4601 et seq.), and the government-wide regulations issued by the Federal Highway Administration at 49 CFR Part 24.</p> <p>The URA applies to acquisitions of real property and relocation occurring as a direct result of the acquisition, rehabilitation, or demolition of real property for Federal or Federally funded programs or projects. Real property acquisition that receives Federal financial assistance for a program or project, as defined in 49 CFR 24.2, must comply with the acquisition requirements contained in 49 CFR part 24, subpart B. Unless otherwise specified in law, the relocation requirements of the URA and its implementing regulations at 49 CFR part 24, cover any displaced person who moves from real property or moves personal property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD financial assistance.</p>
Generally Applicable HUD requirements (24 CFR Part 5, subpart A and 24 CFR 1000.12)	<p>You and your subrecipients must comply with the generally applicable HUD and CPD requirements in 24 CFR Part 5, subpart A, including all applicable fair housing, and civil rights requirements.</p> <p>Grants to Tribes and TDHEs are subject to the nondiscrimination requirements in 24 CFR 1000.12 in lieu of the nondiscrimination requirements in 24 CFR 5.105(a).</p>
Equal Participation of Faith Based Organizations	<p>CPF grants are subject to HUD's regulations at 24 CFR §5.109 concerning equal participation of faith-based organizations in HUD programs and activities.</p>
SAM registration and Unique Entity Identifier (UEI)	<p>The System for Award Management (SAM) and Universal Identifier Requirements under 2 CFR Part 25 apply.</p> <p>Unless subject to the exceptions in 2 CFR 25.110 and 25.200(c), each applicant for a CPF award must:</p> <ul style="list-style-type: none"> (a) Be registered in SAM.gov before submitting an application or plan; (b) Maintain an active SAM registration with current information, including information on a recipient's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable, at all times during which the applicant has an active Federal award or an application or plan under consideration by a Federal awarding agency; and (c) Provide its UEI in each application or plan submitted to HUD.

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	<p>As of April of 2022, all entities doing business with the federal government must use a UEI created in SAM.gov. The federal government has stopped using the DUNS number to uniquely identify entities.</p> <p>To Sign up or Reactivate SAM.gov Account: You must have a SAM.gov account. If your organization is already registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The UEI is currently located below the DUNS Number on your entity registration record. Remember, you must be signed into your SAM.gov account to view entity records. To learn how to view your UEI, go here: https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=a05adbae1b59f8982fe5ed7ae54bcbba.</p> <p>Subrecipients may refer to the “Guide to Getting a Unique Entity ID” at SAM.gov to get a UEI.</p> <p>You may contact your Grant Officer for technical assistance. Please refer to this link to begin registering in SAM.gov for your UEI number https://sam.gov/content/home.</p>
The Federal Financial Accountability and Transparency Act of 2006, (Public Law 109-282), as amended (FFATA)	<p>Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA). FFATA requires information on federal awards be made available to the public via a single, searchable website, which is www.USASpending.gov. Accordingly, your award will be subject to the requirements provided by the Award Term in Appendix A to 2 CFR Part 170, “REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION,” unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS.gov) by the end of the month following the month in which the recipient awards any sub-grant equal to or greater than \$30,000.</p> <p>Each applicant must have the necessary processes and systems in place to comply with the Award Term in Appendix A of 24 CFR Part 170 if the applicant receives an award unless an exception applies as provided in 2 CFR 170.110.</p>
Davis Bacon and Related Acts (DBRA)	<p>Compliance with Davis Bacon and Related Acts (DBRA) is not a condition or requirement for CPF grants but may be required if your project is also supported by other funds which do require adherence to the DBRA.</p>
Suspension and debarment	<p>The governmentwide debarment and suspension regulations in 2 CFR Part 180 apply as incorporated and supplemented by HUD’s</p>

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	implementing regulations in 2 CFR Part 2424. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.
Prohibition Against Lobbying Activities	You are subject to the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment), and 24 CFR Part 87, which prohibit recipients of federal awards from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a Federal award. You will be required to certify in your Grant Agreement that no Federal funds have been used to lobby. In addition, applicants must disclose, using the SF-LLL, any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific awards. Federally recognized Indian tribes and TDHEs established by Federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement. You must submit the SF-LLL if you have used or intend to use non-federal funds for lobbying activities.
Drug-Free Workplace	The following award term applies to all grantees of CPF awards: You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR Part 2429, which adopts the governmentwide implementation (2 CFR Part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).
Trafficking in persons	<p>The following award term and condition, which is required by 2 CFR Part 175, applies as written:</p> <ol style="list-style-type: none"> a. Provisions applicable to a recipient that is a private entity. <ol style="list-style-type: none"> 1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not— <ol style="list-style-type: none"> i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect; ii. Procure a commercial sex act during the period of time that the award is in effect; or iii. Use forced labor in the performance of the award or subawards under the award. 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity: <ol style="list-style-type: none"> i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or ii. Has an employee who is determined by the agency official authorized to terminate the award to have

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	<p>violated a prohibition in paragraph a.1 of this award term through conduct that is either—</p> <ul style="list-style-type: none"> A. Associated with performance under this award; or B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by HUD at 2 CFR 2424. <p>b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—</p> <ul style="list-style-type: none"> 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either: <ul style="list-style-type: none"> i. Associated with performance under this award; or ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by HUD at 2 CFR 2424. <p>c. Provisions applicable to any recipient.</p> <ul style="list-style-type: none"> 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term. 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section: <ul style="list-style-type: none"> i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and ii. Is in addition to all other remedies for noncompliance that are available to us under this award. 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity. <p>d. Definitions. For purposes of this award term:</p> <ul style="list-style-type: none"> 1. “Employee” means either: <ul style="list-style-type: none"> i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or ii. Another person engaged in the performance of the project or program under this award and not
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	<p>compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.</p> <p>2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.</p> <p>3. “Private entity”:</p> <ul style="list-style-type: none"> i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25. ii. Includes: <ul style="list-style-type: none"> A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b). B. A for-profit organization. <p>4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).</p>
Conflicts of Interest	<ul style="list-style-type: none"> i. Conflicts Subject to Procurement Regulations. In the procurement of property or services by recipients and subrecipients, the conflict-of-interest rules in 2 CFR 200.317 and 2 CFR 200.318(c) shall apply. In all cases not governed by 2 CFR 200.317 and 2 CFR 200.318(c), recipients and subrecipients must follow the requirements contained in paragraphs ii-v below. ii. General prohibition. No person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or subrecipient and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have a financial interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws of a covered person.

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	<ul style="list-style-type: none">iii. Exceptions. HUD may grant an exception to the general prohibition in paragraph (ii) upon the recipient's written request and satisfaction of the threshold requirements in paragraph (iv), if HUD determines the exception will further the Federal purpose of the award and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effects of the factors in paragraph (v).iv. Threshold requirements for exceptions. HUD will consider an exception only after the recipient has provided the following documentation:<ul style="list-style-type: none">a. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; andb. An opinion of the recipient's attorney that the interest for which the exception is sought would not violate state or local law.v. Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements in paragraph (iii), HUD will consider the cumulative effect of the following factors, where applicable:<ul style="list-style-type: none">a. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;b. Whether an opportunity was provided for open competitive bidding or negotiation;c. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;d. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;e. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (ii);f. Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; andg. Any other relevant considerations.vi. Disclosure of potential conflicts of interest. Recipients must disclose in writing to your CPF Grant Officer any potential conflict of interest.
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<p>Award Term and Condition for Recipient Integrity and Performance Matters</p>	<p>If the total Federal share of the Federal award may include more than \$500,000 over the period of performance, the following award term and condition applies as written:</p> <p>Reporting of Matters Related to Recipient Integrity and Performance</p> <p>1. <i>General Reporting Requirement</i></p> <p>If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.</p> <p>2. <i>Proceedings About Which You Must Report</i></p> <p>Submit the information required about each proceeding that:</p> <ul style="list-style-type: none"> a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government; b. Reached its final disposition during the most recent five-year period; and c. Is one of the following: <ul style="list-style-type: none"> (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition; (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more; (3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or (4) Any other criminal, civil, or administrative proceeding if:
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	<div><div><div>(i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;</div><div>(ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and</div><div>(iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.</div></div><div>3. <i>Reporting Procedures</i> Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.</div><div>4. <i>Reporting Frequency</i> During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.</div><div>5. <i>Definitions</i> For purposes of this award term and condition:<div><div>a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.</div><div>b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.</div></div></div></div>
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	<p>c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—</p> <ul style="list-style-type: none">(1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.
Lead-Based Paint Requirements	If grant funds are used for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

3.3 Detailed Environmental Review Guidance for FY2023 CPF Grants

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users.

This guidance seeks to clarify the environmental review requirements for the CPF Program for expenditure of funds for planning, administration, management, operations, and maintenance activities, as well as for development projects where construction contracts were entered into, or construction was started prior to the date of legislative enactment (December 29, 2022) and/or completion of a satisfactory environmental review.

3.3.1 Contacts & Project-Specific Assistance

For questions about the environmental review process, please contact your [REO](#). While your CPF Grant Officer can assist with programmatic questions, your REO can assist with environmental review requirements for individual projects.

HUD will be providing trainings on environmental reviews and has an extensive body of existing environmental review training and resources which can be found here: <https://www.hudexchange.info/programs/environmental-review/>. HUD has also created a technical assistance [“Ask A Question” \(AAQ\) Desk](#) for environmental review to support grantees in navigating the environmental review requirements.

Included in Section 5 is a short guide for requesting support through the AAQ desk (see Attachment 5).

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3.3.2 Legal Framework & Policy

Grant Agreement

The Grant Agreement is the legally binding document that outlines requirements and incorporates assurances and certifications for your project. The Grant Agreement must be signed by HUD prior to the grantee drawing down funds for reimbursement.

Environmental Review, Federal Nexus, and Choice-Limiting Actions

HUD or the RE will be required to complete an environmental review of ALL project activities and work that took place or is proposed to take place following the date of enactment (December 29, 2022) regardless of funding source. See HUD's aggregation principles at [24 CFR 58.32](#) for more information on project aggregation. A "Federal Nexus" is defined as the event that, by its occurrence, triggers the requirements for federal environmental review under a host of laws, regulations, and Executive Orders.

The date of legislative enactment is the Federal Nexus for the FY2023 CPF program. The date of enactment (Federal Nexus) for FY2023 CPF grants is December 29, 2022.

After the Federal Nexus, you are prohibited from taking new choice-limiting actions related to hard costs, including commitment or expenditure of HUD and non-HUD funds, until a satisfactory environmental review has been completed for the aggregated project. HUD's aggregation requirements under 24 CFR 58.32 state that environmental reviews must group together and evaluate as a single project all individual activities which are related either on a geographical or functional basis or are logical parts of a composite of contemplated actions. More information on HUD's aggregation principles can be found at [24 CFR 58.32](#). A satisfactory environmental review must include analysis of the applicable environmental laws and authorities, a determination that the project activities will not result in environmental harm that cannot be mitigated, consultation with federal/state agencies in a manner that allows for mitigation measures/conditions to be implemented by the grantee, and a *Request for Release of Funds and Certification* (HUD-7015.15) for the project that has been approved by the HUD CPD Field Office Director, if required. Most soft costs are covered by [HUD's nationwide environmental review for CPF soft costs](#) and can be incurred any time after the date of legislative enactment (Federal Nexus) on December 29, 2022, and can be drawn down for reimbursement after the Grant Agreement for the project has been executed.

A choice limiting action is any activity that a grantee undertakes, including committing or expending HUD or non-HUD funds, that reduces or eliminates a grantee's opportunity to choose project alternatives that would avoid or minimize environmental impacts or enhance the quality of the human environment.

Examples of choice limiting actions include acquisition, leasing, rehabilitation, demolition, new construction, and ground disturbance work such as clearing, grading or grubbing. HUD's prohibition on choice limiting actions at 24 CFR 58.22 is derived from the regulations of the Council on Environmental Quality implementing the National Environmental Policy Act of 1969 (NEPA), which state that (with certain exceptions), "until an agency issues a finding of no significant impact, as provided in § 1501.6 of this chapter, or record of decision, as provided in § 1505.2 of this chapter, no

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action concerning the proposal may be taken that would: (1) Have an adverse environmental impact; or (2) Limit the choice of reasonable alternatives.” 40 CFR § 1506.1.

In addition, the related environmental laws and authorities with which HUD must comply contain their own procedural requirements which have the effect of limiting actions that may be taken before approval of the environmental review. For example, under the National Historic Preservation Act of 1966 regulations (54 U.S.C. 300101, et seq.; 36 CFR Part 800; see 24 CFR § 50.4(a)(1)), in the early stages of project planning, the agency official must determine whether the proposed federal action is an undertaking as defined by the regulations. The agency must then determine whether it is a type of activity that has the potential to cause effects on historic properties, and if so, seek ways to avoid, minimize or mitigate any adverse effects on the property. Similarly, under Section 7 of the Endangered Species Act (16 U.S.C. 1536), the agency must ensure that any action it authorizes, funds, or carries out is not likely to jeopardize the continued existence of a listed species in the wild or destroy or adversely modify critical habitat.

Taking new choice-limiting actions is prohibited after the date of enactment (December 29, 2022) until the environmental review process is complete. In addition, HUD will not be able to fund a project where work that occurred after the date of enactment (December 29, 2022) has resulted in environmental harm or where environmental compliance with one or more of the laws and authorities cannot be achieved.

Programmatic Environmental Review for Planning, Administration, Operations and Maintenance

HUD has completed a nationwide [Part 50 nationwide environmental review covering most CPF soft costs](#) for planning, administration, operations, and maintenance activities under the CPF program. Grantees can incur covered soft costs any time after the date of enactment (March 9, 2024) and following execution of the Grant Agreement, grantees may draw down funds for eligible planning, administration, operations and costs categorized as maintenance activities under [CPD Notice 16-02: Guidance for Categorizing an Activity for Maintenance](#). See below for a list of soft costs which are covered and not covered by HUD’s nationwide review for CPF soft costs.

Part 50 Nationwide ERR for CPF Soft Costs

Covered

- Environmental and other studies, resource identification, development of plans and strategies. 50.19(b)(1)
- Information and financial advisory services. 50.19(b)(2)
- Administrative and management expenses. 50.19(b)(3)
- Public services. 50.19(b)(4)
- Inspections and testing of properties for hazards or defects. 50.19(b)(5)
- Purchase of insurance 50.19(b)(6)
- Engineering or design costs. 50.19(b)(8)
- Technical assistance and training. 50.19(b)(9)
- Supportive services. 50.19(b)(12)
- Operating costs including most **maintenance*** 50.19(b)(13)
- Purchase of vehicles, but not other equipment.



NOT Covered

- Purchase of tools. 50.19(b)(7)
- Emergency assistance necessary to control or arrest the effects from disasters or imminent threats to public safety. 50.19(b)(10)
- Tenant-based rental assistance. 50.19(b)(11)
- Economic development activities. 50.19(b)(14)
- Homebuyer Assistance. 50.19(b)(15)
- Affordable housing pre-development costs 50.19(b)(16)
- Approval of supplemental assistance 58.35(b)(7)



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Work Under Contract

Grantees can proceed with work covered by contracts that predate the date of enactment (identified by HUD as the Federal Nexus triggering federal environmental and historic preservation laws and regulations) **at your own risk**.

If your organization is under a legally binding construction contract prior to the date of enactment (December 29, 2022), work funded by non-federal funds may proceed to the extent practical and to the extent permitted in accordance with the previously executed contract. After the date of enactment (December 29, 2022), grantees may not enter into additional construction contracts or take other new choice limiting commitments or actions, including making a commitment of HUD or non-HUD funds to the project, until an satisfactory environmental review by a RE under 24 CFR Part 58 is completed and a *Request for Release of Funds and Certification* (HUD-7015.15) is approved by the HUD CPD Field Office Director via certification of the *Authority to Use Grant Funds* (HUD-7015.16) in HEROS, if applicable; or an environmental review by HUD under 24 CFR Part 50 is completed.

Hard Costs

HUD or the RE is required to complete a satisfactory environmental review of **ALL** work that took place or is proposed to take place following the date of enactment (December 29, 2022). Grantees can undertake project activities covered by contracts that were entered into prior to the date of enactment and can incur reimbursable hard costs related to construction and ground-breaking activities occurring any time after the date of enactment (December 29, 2022), but do so at their own risk. If work that has taken place after the date of enactment (December 29, 2022) causes unmitigable environmental harm, is prohibited under environmental laws or HUD's environmental regulations (e.g., damaging endangered species habitat, impacting a structure eligible for listing on the National Register of Historic Places, or work within a regulatory floodway), or precludes completion of federal consultation requirements, those project activities cannot be funded.

If a project is unable to satisfactorily complete an environmental review, HUD can potentially fund other project activities that do not require aggregation with the work started after the date of enactment, such as operations and maintenance or program services. Contact your [CPF Grant Officer](#) to discuss additional project activities that may be able to be funded on an as needed basis.

Grant funds can be drawn down for reimbursement of eligible costs covered by a satisfactory environmental review after execution of the Grant Agreement for the project.

3.3.3 CPF Environmental Review Scenarios

The below scenarios offer consideration of some common scenarios received from grantees to date about the status of their projects and next steps.

In order for CGD and the Office of Environment and Energy (OEE) to best assist you in determining your next steps, you should submit your project narrative and budget to your CGD Grant Officer.

This will enable HUD to:

- 1) initiate the Grant Agreement, and

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2) work with grantees to determine the level of environmental review necessary for the project.

1. Can I use my planning and administration funds prior to completion of my environmental review?

- Prior to the completion of the aggregated environmental review for the project, grantees can incur reimbursable soft costs covered by HUD's nationwide environmental review for CPF soft costs, any time after the date of enactment (December 29, 2022).
- A list of covered CPF soft costs can be found below and in [HUD's Part 50 Programmatic Environmental Review for CPF Soft Costs](#) and such costs can be drawn down for reimbursement after execution of the Grant Agreement.

2. Can I use my planning and administration funds to cover the costs to complete an environmental review?

- Yes. The costs to complete an environmental review are eligible under the planning, administration, management, and maintenance activities covered by [HUD's programmatic environmental review](#) discussed in Scenario 1 above.
- Grantees may also use CPF grant funds to compensate a local government responsible entity for the cost of preparing the environmental review for their project.
- Again, grantees may incur covered soft costs any time after the date of enactment (December 29, 2022) can only request payment for those costs after the Grant Agreement has been fully executed.

3. Who will conduct the environmental review for my project?

- You must reach out to the Unit of General Local Government (UGLG) in which the project is located and that has some level of land use responsibility, to request that they serve as the Responsible Entity (RE) and conduct the ER for your project. This can be the local municipality, county, or state in which the project is located in. If your local government refuses to serve as RE and conduct the ER, please reach out to your Regional Environmental Officer for next steps.

4. Who is responsible for implementing mitigation measures required by the environmental review?

- Grantees are responsible for tracking and implementing any mitigation measures required by the environmental review. Please work with your local government responsible entity and Regional Environmental Officer if you have any questions about your responsibilities associated with carrying out mitigation requirements.

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5. I was awarded a grant that is for a 100% planning activity. Do I have to complete an environmental review?

- Based on your project narrative, your Grant Officer will confirm that your project is for planning only activities.
- As mentioned above, HUD has completed a programmatic environmental review for all planning activities and most other soft costs within the CPF portfolio.
- Thus, if you have a planning only grant, you do not have to conduct a new environmental review because the review has already been completed by HUD. You must have a fully executed Grant Agreement to draw down HUD funds for reimbursement of eligible activities.

6. I completed my project before receiving a signed grant agreement from HUD. Can I be reimbursed?

- Some activities may be reimbursable depending on their timing and nature.
- Soft costs covered by [HUD's nationwide environmental review for CPF soft costs](#) that were incurred after the date of enactment (December 29, 2022) can be reimbursed after the execution of the Grant Agreement.
- Eligible hard costs incurred after the date of enactment (December 29, 2022) and the completion of a satisfactory environmental review are reimbursable after the execution of the Grant Agreement. See Federal Nexus and Choice-Limiting Actions section above for more information on HUD's project aggregation principles and what is included in a satisfactory environmental review process.
- For activities that fall outside of the scope of eligibility for reimbursement, HUD may be able to fund a related activity associated with the completed project. HUD's [CPF Grant Officers](#) will work with you to determine if there are other elements of the CPF-referenced project that can be funded in keeping with the intent of Congress.

7. I have started construction on my project with non-HUD funds, but plan to use HUD funds for a portion of my project:

- a. Do I have to stop work on the project if the work was under contract prior to the date of enactment (December 29, 2022)?**
 - HUD is not directing grantees to stop construction work in instances where a construction contract was entered into prior to the date of enactment (December 29, 2022). In such cases, work funded by non-federal funds may proceed to the extent practical, and to the extent permitted in accordance with the previously executed contract. Grantees may not enter into additional construction contracts or make other choice-limiting commitments or actions, including commitments of HUD or additional non-HUD funds to the project after the date of enactment (December 29, 2022) without the completion of a satisfactory environmental review covering the aggregated scope of the project. An environmental review must be completed before HUD funds and new commitments of non-HUD funds can be used on a project.

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- However, HUD does recommend that grantees stop work after the date of enactment (December 29, 2022), as a best practice. If any work conducted results in environmental harm that cannot be mitigated (e.g., damaging endangered species habitat, impacting a structure eligible for listing on the National Register of Historic Places), or precludes completion of federal consultation requirements, those project activities may not be able to be funded. For these reasons, continuing with work has risk of ineligibility for funding.

b. Do I have to stop work on a project if there isn't a contract in place?

- If you are using your own workforce to do the work and can stop work – i.e., there is no preexisting legal obligation with another party to continue the construction activities – you **must** pause construction until the environmental review is completed.

c. How is the environmental review conducted when the project is underway under an existing contract?

- As of the date of enactment on December 29, 2022, federal compliance requirements apply to the project and HUD funds cannot be expended on work that results in environmental harm that cannot be mitigated. A satisfactory environmental review is necessary to determine the environmental impacts of the project.
- Existing contracts or commitments entered into and completed prior to the date of enactment (December 29, 2022) cannot be reimbursed and do not need to be included in the satisfactory environmental review.
- Contracts or commitments that were entered into prior to enactment, but consist of work that will continue after enactment, may proceed at their own risk, as a satisfactory environmental review is required for all activities taking place after the date of enactment (December 29, 2023).
- Analysis with the environmental laws and authorities must be conducted and determine that there hasn't been environmental harm that cannot be mitigated, and that consultation with federal/state agencies is conducted in a manner that allows for mitigation measures/conditions to be implemented.

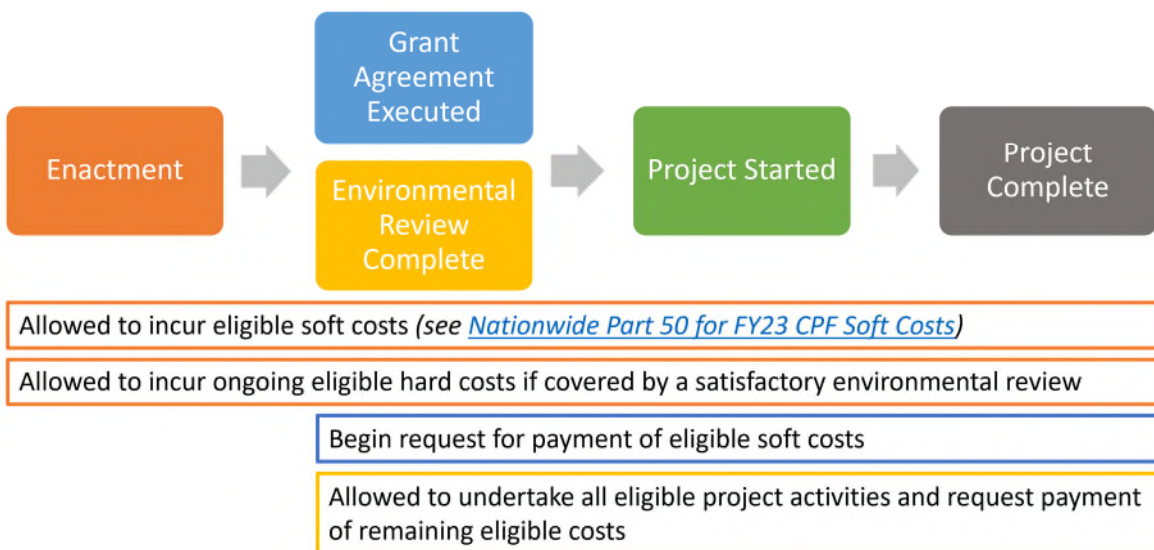
Note: If a satisfactory environmental review cannot be completed for any reason, work with your Grant Officer and REO to determine next steps.

8. I have a completed environmental review, but I do not have an executed Grant Agreement. Can I start using HUD funds?

- Soft costs covered by [HUD's nationwide environmental review for CPF soft costs](#) can be incurred any time after the date of enactment (December 29, 2022) and can be drawn down for reimbursement after the execution of the Grant Agreement.
- Eligible hard costs can be incurred after the date of enactment (December 29, 2022) and can be drawn down for reimbursement after the execution of the Grant Agreement and the completion of a satisfactory environmental review for the aggregated project.

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Figure 1: FY2023 CPF Payment Request Process Flow



3.3.4 Resources

Applicable Appropriations Act:

[FY23 Consolidated Appropriations Act](#)

CPF Program Resources:

[CPF Landing Page](#)

[CPF Grant Officer Portfolio Assignments](#)

[FY23 CPF Cost Eligibility Chart](#)

CPF Environmental Review Resources:

[HUD Environmental Contacts](#)

[Guidance for Documenting the Environmental Review Record for CPF Grants](#)

[Request for Release of Funds \(RROF\) Point-of-Contact for CPF Grants](#)

[Ask A Question \(AAQ\) Help Desk for CPF](#)

[Sample MOA between a Responsible Entity and CPF Non-profit Grantee](#)

General Environmental Review Resources:

[24 CFR Part 58: Procedures for Entities Assuming HUD Environmental Responsibilities](#)

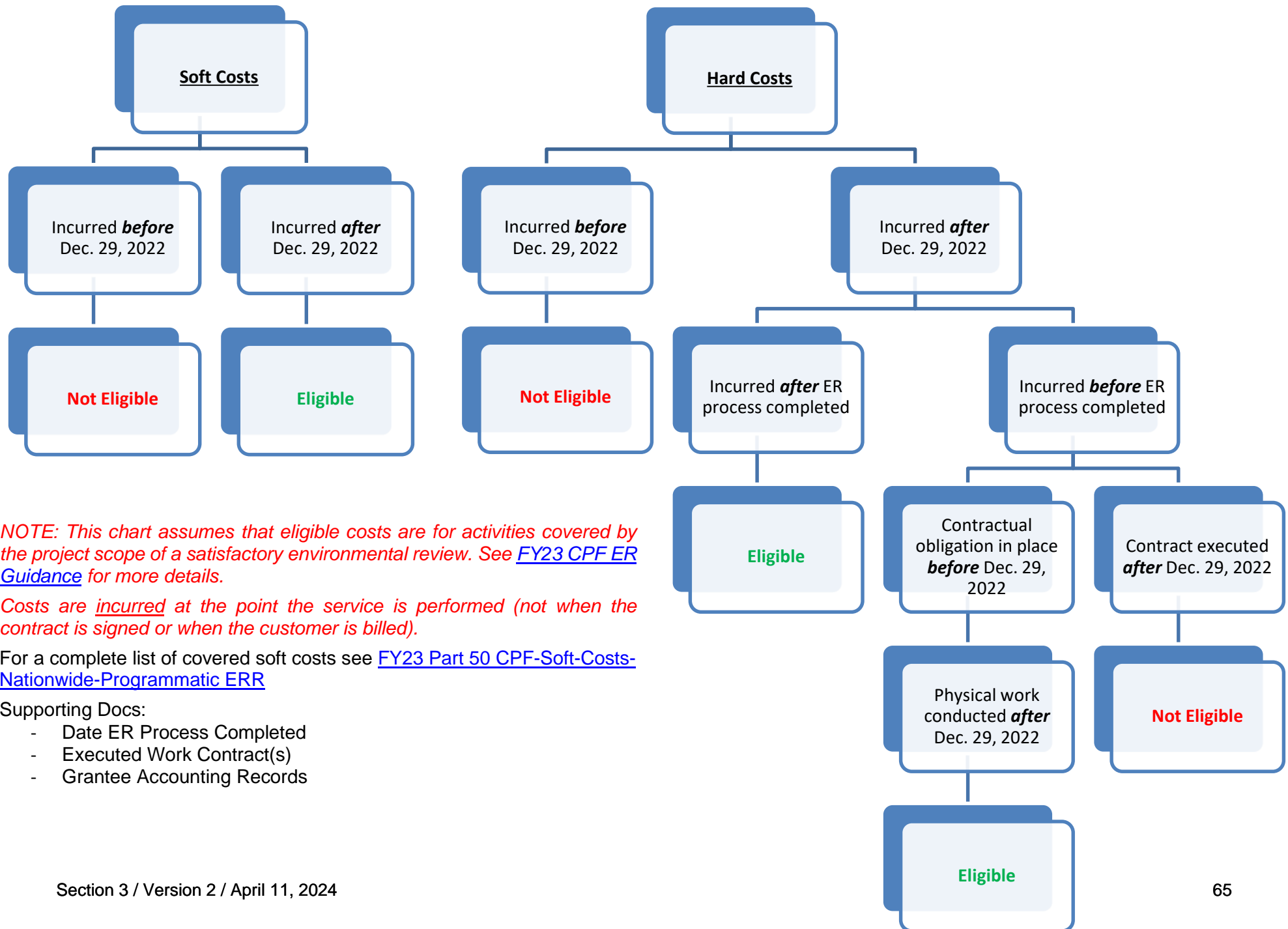
[HEROS - HUD Environmental Review Online System](#)

[Environmental Review Training](#)

HUD's Nationwide Part 50 Programmatic Environmental Review for CPF Soft Costs:

[FY23 Part 50 CPF-Soft-Costs-Nationwide-Programmatic ERR](#)

FY2023 CPF Payment Eligibility Chart



NOTE: This chart assumes that eligible costs are for activities covered by the project scope of a satisfactory environmental review. See [FY23 CPF ER Guidance](#) for more details.

Costs are incurred at the point the service is performed (not when the contract is signed or when the customer is billed).

For a complete list of covered soft costs see [FY23 Part 50 CPF-Soft-Costs-Nationwide-Programmatic ERR](#)

Supporting Docs:

- Date ER Process Completed
- Executed Work Contract(s)
- Grantee Accounting Records

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SECTION 4: CONTACT INFORMATION FOR GRANT OFFICERS, SYSTEM OFFICERS, AND REGIONAL ENVIRONMENTAL OFFICERS

Below is a link to the CPF Grants: Grant Officer Portfolio Assignments, System Officer Portfolio Assignments, and REO contact information for your state.

<https://www.hud.gov/sites/dfiles/CPD/documents/Community-Project-Funding-Portfolio-Assignments.pdf>

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SECTION 5: ATTACHMENTS

Attachment 1: Grant Agreement Submission Checklists

Attachment 2: Website Links to Key Forms and Form Instructions

Attachment 3: *Direct Deposit Sign-Up Form* (SF-1199A)

Attachment 4: *Change of Address Request* (HUD-27056) Form

Attachment 5: Ask-A-Question (AAQ) Technical Assistance Guide

Attachment 6: CPF Frequently Asked Questions (FAQs) – Updated March 2024

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Attachment 1: Grant Agreement Submission Checklists

Checklist #1:

for FY2023 CPF grantees who submitted grant materials to HUD (before April 15, 2024) but have yet to attain fully executed Grant Agreements

To assist you with completing the required materials, please make sure that you have completed the following:

- ☐ You have an active SAM.gov registration.
- ☐ The legal name of the funding recipient in the SF-424's Block 8 is the same as the entity named in the statutory language.
- ☐ The amount of the requested grant (in the SF-424's #18 "Federal Line") is the same as the amount authorized in the statutory language, less any rescission.
- ☐ The funding source amounts in the SF-424's #18 block matches the funding source amounts in the budget.
- ☐ The SF-424 is complete, properly executed, and dated. This form must be signed and dated by the grantee's Authorized Representative.
- ☐ The SF-424B, if required, is completed. This form must be signed and dated by the grantee's Authorized Representative.
- ☐ The SF-424D, if required, is completed. This form must be signed and dated by the grantee's Authorized Representative.
- ☐ The SF-LLL, if applicable, is complete and dated. This form must be signed and dated by the grantee's Authorized Representative.
 - ☐ If the grantee does engage in lobbying, then #10 should be completed.
 - ☐ If the grantee does not engage in lobbying, then #10 should indicate "Not applicable."
- ☐ The project narrative describes the ENTIRE project and indicates the specific activities that will be financed with CPF grant funds.
- ☐ The project budget details the project's overall budget **AND** indicates the specific activities that will be financed with EDI-CPF grant funds.
 - ☐ The budget must also match the grantee's response to #18 on the SF-424.
 - ☐ The project budget is consistent with the requirements of the applicable appropriations acts and cost principles in 2 CFR part 200.
- ☐ Indirect Cost Rate
 - ☐ Will you charge Indirect Costs to the Grant? ☐ Yes ☐ No
 - ☐ If yes, are you opting for which of the following:
 - ☐ De Minimis Rate (10% of MTDC)
 - ☐ Federally Negotiated Indirect Cost Rate Agreement:
 - ☐ Approving Agency: _____
 - ☐ Approved Rate and Base: _____
 - ☐ Is Appendix 3 of the Grant Agreement filled out as appropriate? ☐ Yes ☐ No

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Checklist #2:

FY2023 CPF grantees who have yet submitted any grant materials to HUD (before April 15, 2024)

To assist you with completing the required materials, please make sure that you have completed the following:

- ☐ You have an **active** SAM.gov registration. Expired UEIs and “ID Assigned” are not acceptable.
- ☐ The project narrative describes the ENTIRE project and indicates the specific activities that will be financed with CPF grant funds.
- ☐ The project budget is consistent with the requirements of the applicable appropriations act and cost principles in 2 CFR part 200.
- ☐ Indirect Cost Rate
 - Will you charge Indirect Costs to the Grant? ☐ Yes ☐ No
 - If yes, are you opting for which of the following:
 - De Minimis Rate (10% of MTDC)
 - Federally Negotiated Indirect Cost Rate Agreement:
 - Approving Agency: _____
 - Approved Rate and Base: _____

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Attachment 2: Website Links to Key Forms and Form Instructions

Below are website links to key forms and form instructions for your FY2023 CPF Grant.

- **Assistance Award/Amendment (HUD-1044):** <https://www.hud.gov/sites/documents/1044.pdf>
- **Application for Federal Assistance (SF-424):** <https://www.hudexchange.info/resource/306/hud-form-sf424/>
 - Form: https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf
 - Instructions: https://apply07.grants.gov/apply/forms/instructions/SF424_4_0-V4.0-Instructions.pdf
- **Assurances for Non-Construction Programs (SF-424B):** <https://www.grants.gov/forms/sf-424-family.html>
 - Form: <https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>
 - Instructions: <https://apply07.grants.gov/apply/forms/instructions/SF424B-V1.1-Instructions.pdf>
- **Assurances for Construction Programs (SF-424D):** <https://www.grants.gov/forms/sf-424-family.html>
 - Form: <https://apply07.grants.gov/apply/forms/sample/SF424D-V1.1.pdf>
 - Instructions: <https://apply07.grants.gov/apply/forms/instructions/SF424D-V1.1-Instructions.pdf>
- **Disclosure of Lobbying Activities (SF-LLL):** <https://www.hudexchange.info/resource/308/hud-form-sflll/>
- **Direct Deposit Sign-up Form (SF-1199A):** <https://www.gsa.gov/system/files/SF1199A-20.pdf>
 - Also, see Attachment 3.

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Attachment 3: Direct Deposit Sign-up Form (SF-1199A)

Standard Form 1199A
(Rev. February 2020)
Prescribed by Treasury Department
Treasury Dept. Cir. 1076

OMB No. 1530-0006

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (last, first, middle initial) Grantee's Name		D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
ADDRESS (street, route, P.O. Box, APO/FPO) Grantee's Address		E DEPOSITOR ACCOUNT NUMBER	
CITY	STATE	F TYPE OF PAYMENT (Check only one)	
TELEPHONE NUMBER AREA CODE Grantee's Telephone Number	ZIP CODE	<input type="checkbox"/> Social Security <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Fed. Salary/Mil. Civilian Pay <input type="checkbox"/> Mil. Active <input type="checkbox"/> Mil. Retire. <input type="checkbox"/> Mil. Survivor <input checked="" type="checkbox"/> Other CPF-Grant (specify)	
B NAME OF PERSON(S) ENTITLED TO PAYMENT Grant Number: B-2#-CP-XX-####		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)	
C CLAIM OR PAYROLL ID NUMBER Grantee's EIN/TIN			
PAYEE/Joint PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		JOINT ACCOUNT HOLDERS' CERTIFICATION I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	
SIGNATURE Authorized Representative's Signature	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME HUD/Office of CGD	GOVERNMENT AGENCY ADDRESS 451 7th Street, SW Washington, DC 20410
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SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION	ROUTING NUMBER <div><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></div>	CHECK DIGIT	
DEPOSITOR ACCOUNT TITLE			
FINANCIAL INSTITUTION CERTIFICATION I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.			
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE

Financial Institutions should refer to the GREEN BOOK for further instructions.
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE
GOVERNMENT AGENCY COPY

Reset

1199-207

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Attachment 4: Change of Address Request (HUD-27056) Form

If your **official address** changes, please complete this form and email to your Grant Officer for processing. **NOTE:** This form is **not** required for changes in your project address if that address differs from your official address. However, you must email your Grant Officer if your project address changes.

<https://www.hud.gov/sites/documents/27056.PDF>

Change of Address Request for Recipients of HUD Grants or Contracts

U.S. Department of Housing
and Urban Development
Office of the Chief Human Capital Officer

Instructions: This form is to be completed by recipients of HUD Grants or Contracts when their address changes. Please note the maximum characters per area. Characters in excess of the maximum will be truncated. The recipient shall submit this request to the appropriate Field/Program Office for approval. Once approved, the Field/Program Office will forward the request to Accounting for processing. After being processed, the U.S. Department of Housing and Urban Development will send all future correspondence to the new address.

	Recipient's Tax Identification Number (9 characters)	Effective Date of Address Change	
Current Information	Recipient's Name (33 characters max.)		
	Address (33 characters per line max.)		
	City (22 characters max.)	State (2 chars.)	Zip Code (5 or 9 characters)
	Contact Name		Phone Number (include area code)
Enter the Requested Changes	Recipient's Name (33 characters max.)		
	Address (33 characters per line max.)		
	City (22 characters max.)	State (2 chars.)	Zip Code (5 or 9 characters)
	Contact Name		Phone Number (include area code)
	Name and Signature of the Recipient Official Authorized to sign the Grant Agreement / Contract		
	<div></div>		
	X		
Approval (only necessary on requests for a recipient name change)	Name and Signature of the HUD Program Official Authorized to sign the Grant Agreement / Contract		
	<div></div>		
	X		

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Attachment 5: Ask-A-Question (AAQ) : Technical Assistance Guide

The Ask-A-Question tool on HUD Exchange has been expanded to provide technical assistance for CPF grants. You can access the website by going to <https://www.hudexchange.info/program-support/my-question/>.

The first step in submitting a question is to fill in the Personal Information fields. All the fields are required.

Step 1 of 2 1 of 2

Personal Information* Required fields

* First Name

* Last Name

* State

Select ▼

* City/Town

* County

Select ▼

* Phone Number

Format: xxx-xxx-xxxx x____ (Extension Optional)

* Email Address

* Confirm Email

Once you have entered your personal information, please select I am a... “HUD Grantee.” If your organization or community is listed, please select the correct grantee name.

* I am a

HUD Grantee ▼

* Which Grantee are you?

Select ▼

Step 2 >

If you do not find your entity’s name, select “Other – Please Specify” in the I am box and you will be able to provide the entity name in the Other box.

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* I am a

Other - Please Specify

* Other

Step 2 >

Once you have identified yourself, select the button for Step 2.

You will be taken to Step 2 of 2 after a prompt to review your personal information. Please select “CPF: Community Project Fund” in the My question is related to... box. Then add a subject line, enter your question, and upload any applicable documents. Include your grant number, if possible. Submit your question.

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Attachment 6: CPF Frequently Asked Questions (FAQs)

Below is a link to the CPF FAQs.

<https://www.hudexchange.info/resource/6777/cpf-faqs/>

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PAPERWORK REDUCTION ACT

Economic Development, Community Project Funding/Congressionally Directed Spending
U.S. Department of Housing and Urban Development
OMB Approval No 2506-0217

Public Reporting Burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Response to this collection of information is mandatory to obtain a benefit. The information requested does not lend itself to confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.